

From: **Douglas Little**
Date: Fri, Feb 13, 2026 at 2:37 PM
Subject: End of Week Update + Long Weekend + All-Hands Time Change
To: Douglas Little

Howdy Folks:

I wanted to provide a brief end-of-week update on a few items:

1. **Long Weekend Early Release** - It has been a long week and if schedules and commitments permit, managers please allow your team to get an early start on the long weekend at 2:30 pm today. Also, apologies that my message and early release for our last long weekend - MLK weekend - did not send. It was a schedule send issue on my end. Thanks to those who reached out and let me know and apologies for the technical error.
2. **Performance Reviews** - New Interim Vice President & Chief Human Resources Officer, Becci Menghini, sent a message on 2/11 about performance reviews. I wanted to re-emphasize how this process interfaces with reorganization. From our FAQ we sent on Tuesday:

Self assessment and the performance reviews are tools to track accomplishments and growth over time. Employees who fall under the No Change to Position category will need to fully participate in the performance review process, which starts with the self assessment.

Any UIS employee who falls into the Updated or Repurposed Position categories who wants to complete a self assessment for the review period of the March 1, 2025 - February 28, 2026 cycle is welcome and encouraged to do so, but self assessments are not required at this time. Completed self assessments will be added to an employee's file in GMS.

Updated positions will receive a performance review from their managers to complete probation.

As outlined in Becci's message, here are the dates for the performance review process:

Thursday, March 5 - Employee Self-Evaluation Due - This includes *No Change* category (required) and any other employee who wants to document their year in a self-review.

Thursday, April 2 - Manager Evaluation Due - Managers will need to write an evaluation for all team members in the *No Change* category. Managers do not need to fill out reviews for team members in any other categories.

Thursday, April 16 - Manager's Manager Approval Due - Applies only to team members in the *No Change* category.

Thursday, May 28 - Performance Review Meetings Completed - Applies only to team members in the *No Change* category.

A separate message to managers will be sent out shortly.

3. **All-Hands Meeting Time Change** - Our next All-Hands is **Thursday, Feb 19th**. We traditionally have All-Hands at 11 am Eastern time but need to move the time this week to **1:30 pm Eastern** time due to other meeting conflicts. Apologies for this change. Agenda for the meeting:
Introduction of New Team Member - Jake
Kudos - Doug
Presentation on Matrixed Teams - Marty & Jake
Open Q&A - Doug

4. **Recruitment Timeline** - I wanted to also provide a rough timeline for the recruitment process of the new posted positions:

Posting Date: February 10

Start Date: June 1

- Feb 10 – Job Posted
- Feb 24 - Active Screening Begins
- Mar 6 - Interview Panel Formed
- Mar 19– Interview Pool Finalized
- Mar 6 - April 11 - Interviews Conducted
- Apr 18 – Finalist Selected
- June 1 – Employee Start Date

This information contains broad estimates and will be based on how quickly pools of candidates and search committees can be formed. I wanted to specifically let folks know that active screenings will begin on Feb 24. Some team members have already quickly applied with older resumes. Please know that you have time to update to your resumes and we have support resources to assist with this process here: [Georgetown University Employment Transition Resource Guide](#)

It has been a challenging week. I hope everyone gets a chance to take a step away from work this weekend and spend it with friends and family. I am grateful for the respectful and thoughtful questions that have been raised to AVPs and myself, for everyone's engagement in conversations this week, and for your continued dedication to Georgetown.

Take care,

[Redacted Signature]

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