

1. Title

Performance Appraisals

2. Policy

Sec. 1 Requirement. The *Rules and Regulations* of the Board of Regents of The University of Texas System provide for a performance appraisal to be conducted annually for all employees of the U. T. System.

Sec. 2 Applicability. Supervisors will conduct appraisals for all employees appointed for at least 20 hours per week for a period of four and one-half months or more. An appraisal must be done for an employee before they can receive any merit pay. The appraisal must be conducted within the six months prior to the merit award. The performance appraisal process is designed to assess and provide feedback to an employee on the employee's job performance and demonstrated attributes/behaviors, recommend employee developmental activities, and establish goals for the next appraisal period.

Sec. 3 Criteria. Performance appraisals will be based only on lawful, job-related, and nondiscriminatory criteria.

Sec. 4 Purpose. The purpose of this policy is to provide for the effective performance appraisal of U. T. System Administration employees.

Sec. 5 Application of Policy.

5.1 Appraisal Preparation. Supervisors will conduct a performance appraisal for employees utilizing the performance management system at <https://www.utsystem.edu/perfprologin>.

5.2 Appraisal Schedule.

(a) Annual Appraisal. Supervisors will appraise each regular employee annually between January 1 and February 28.

(b) Probationary Employee Appraisals. For probationary classified staff, supervisors will conduct appraisals 90 days after commencement of employment and again prior to the end of the sixth month of employment. Although appraisals are conducted twice during the period, supervisors should keep the employee advised of performance progress on an ongoing basis throughout the probationary period. Thereafter, supervisors are to evaluate each classified employee annually between January 1 and February 28.

- (c) Out-of-Cycle Appraisals. Supervisors will complete an out-of-cycle performance appraisal when the supervisor ceases to supervise the employee as a result of a reorganization or transfer of the supervisor or employee and at least 90 days have elapsed since the date of the employee's last performance appraisal period.

If at any time an employee's performance warrants a written appraisal due to significant improvement or deterioration in performance, the supervisor will complete appropriate documentation recognizing the change in performance. Improvements in performance can be acknowledged by a memorandum to the employee's personnel file. If an employee's performance fails to meet expectations for his/her job assignment, documentation should be initiated by the supervisor in accordance with INT101, *Discipline/Dismissal of Employees* and/or INT131, *Probationary Period for Classified Employees*.

- 5.3 Appraisal Techniques and Criteria. Appraisal sessions should be conducted privately in a location free from interruptions.

The performance management system and all appropriate documentation to support the appraisal and goal setting activities should be available for review by the supervisor and employee.

- 5.4 Performance Appraisal Support and Documentation. The Office of Employee Services (OES) will ensure that the performance management system is available via the OES website. Representatives of OES are available to provide information and counsel about the appraisal process.

- 5.5 Equal Employment Opportunity (EEO) Review. OES will review each performance appraisal for EEO compliance.

3. Definitions

Classified Employee - an employee occupying a position that does not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organizations.

Regular Employee - an employee appointed to work 20 hours or more per week for a period of four and one-half consecutive months or longer (135 calendar days).

4. Relevant Federal and State Statutes

None

5. Relevant System Policies, Procedures, and Forms

[Board of Regents' Rules and Regulations, Rule 30501](#)

[INT101, Discipline/Dismissal of Employees](#)

[INT131, Probationary Period for Classified Employees](#)

Performance Management System: <https://www.utsystem.edu/perfprologin>

6. Who Should Know

All employees of U. T. System Administration

7. System Administration Office(s) Responsible for Policy

Office of Employee Services

8. Dates Approved or Amended

September 24, 2002

Amended July 8, 2010

Amended July 21, 2011

9. Contact Information

Questions or comments about this policy should be directed to:

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