



## UT System Administration Policy Library -- Policy INT107 Performance Appraisals

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services  
Sponsoring Office: Office of Employee Services  
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Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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The *Rules and Regulations* of The University of Texas System Board of Regents provide for a performance appraisal to be conducted annually for all employees of The University of Texas System.

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. 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.

Performance appraisals will be based only on lawful, job-related, and non-discriminatory criteria.

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## **RATIONALE**

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The purpose of this policy is to provide for the effective performance appraisal of UT System Administration employees.

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## **SCOPE**

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All Offices of UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/int107.html>

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## **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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<b>UT System Administration Policies &amp; Standards</b>	<b>Other Statutes, Policies &amp; Standards</b>
<ul style="list-style-type: none"><li>• <a href="#">Board of Regents' <i>Rules and Regulations</i>, Rule 30501</a></li></ul>	

<ul style="list-style-type: none"> <li>• <a href="#"><u>INT101, Discipline/Dismissal of Employees</u></a></li> <li>• <a href="#"><u>INT131, Probationary Period for Classified Employees</u></a></li> </ul>	
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## CONTACTS

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If you have any questions about UT System Administration Policy INT 107, *Performance Appraisals*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	<a href="mailto:esc@utsystem.edu"><u>esc@utsystem.edu</u></a>

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## DEFINITIONS

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### Regular Employee

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

### Classified Employee

An employee occupying a position that does not entail significant instructional responsibilities or responsibilities for the administration of instructional or research organizations.

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## RESPONSIBILITIES

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### Supervisors

- Prepare an annual performance appraisal for all regular employees by using the performance management system.

- For regular classified employees only, evaluate each probationary employee 90 days after commencement of employment and again prior to the end of the sixth month of employment using the performance management system.
- Provide appropriate documentation recognizing any change in performance if at any time an employee's performance warrants a written appraisal due to significant improvement or deterioration.
- Initiate documentation in accordance with INT101, *Discipline/Dismissal of Employees* and/or INT131, *Probationary Period for Classified Employees*, if an employee's performance fails to meet expectations for their job assignment.
- Supervisors are accountable for the timely completion of performance appraisals.

### **Employee Services**

- Ensures the performance management system is available via the OES website.

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## **PROCEDURES**

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### **1. APPLICATION OF POLICY**

#### **1.1 Appraisal Preparation**

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

#### **1.2 Appraisal Schedule**

##### ***Annual Appraisal***

Supervisors will appraise each regular employee annually between January 1<sup>st</sup> and February 28<sup>th</sup>.

##### ***Probationary Employee Appraisals***

For probationary classified staff, supervisors will conduct appraisals 90 days after commencement of employment and again prior to the end of sixth month of employment. Although appraisals are conducted twice during the period, supervisors should keep the employee advised of performance progress on an on-going basis throughout the probationary period. Thereafter, supervisors are to evaluate each classified employee annually between January 1<sup>st</sup> and February 28<sup>th</sup>.

##### ***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 their 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*.

### **1.3 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.

### **1.4 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.

### **1.5 Equal Employment Opportunity (EEO) Review**

The Office of Employee Services will review each performance appraisal for EEO compliance.

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## **FORMS AND TOOLS/ONLINE PROCESSES**

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

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## **APPENDIX**

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None

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Keywords: performance appraisal, performance evaluation, salary, salaries, review process, promotion, promotions, review, HR, human resources, merit raise, merit increase

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