

1. Title

Performance Appraisals

2. Policy

Sec. 1 Purpose. The purpose of this Policy is to provide for the effective performance appraisal of U. T. System Administration employees.

Sec. 2 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. 3 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 employee must have a current appraisal on file to be eligible for any merit payments or adjustments. 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. This Policy does not apply to key executives or employees who report directly to the Board of Regents or Chancellor, whose performance is appraised using a different performance appraisal instrument.

Sec. 4 Criteria. Performance appraisals will be based only on lawful, job-related, and nondiscriminatory criteria.

Sec. 5 Application of Policy.

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

5.2 Appraisal Schedule.

(a) Annual Appraisal. The annual performance appraisal period begins June 1 and ends May 31 of the following year. Supervisors will appraise each regular employee annually by the date prescribed by OES and/or in the Chancellor's annual budget instructions. An annual appraisal is not required when another appraisal (e.g., probationary or out-of-cycle) has been completed within 90 days of the end of the annual performance appraisal period.

- (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 in accord with 5.2(a).
 - (c) Out-of-Cycle Appraisals. 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 Late Appraisals. To foster promptness in completion of performance appraisals, the day after annual appraisals are due, a message will be sent to all appraisers with incomplete appraisals communicating a revised timeline for completion. After the revised deadline has passed, (1) appraisers with any incomplete appraisals will be notified of a new deadline, with a copy sent to the appraiser's manager and (2) a reason for the delay will be provided to OES by the appraiser. If the second revised deadline is not met, the appropriate Executive Officer

will be notified of any incomplete appraisals and asked to provide a final revised deadline. Executive Officer notifications will occur July 31 or earlier. Before the August payroll deadline, OES will notify the Office of the Controller of any appraisals that, due to incomplete status, render the employee legally ineligible for merit.

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

Current Appraisal - For an appraisal to be "current," for purposes of merit eligibility, it must have been completed within six months prior to the merit award.

Key Executives - Chancellor, General Counsel to the Board of Regents, Chief Audit Officer, Executive Vice Chancellors and Vice Chancellors (Regent's Rule 20203)

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://apps.utsystem.edu/PerfProLogin>

6. System Administration Office(s) Responsible for Policy

Office of Employee Services

7. Dates Approved or Amended

September 24, 2002
Amended July 8, 2010
Amended July 21, 2011
July 15, 2013