

## Performance Management Review

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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Errors or changes to: Office of Legal Affairs

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#### I. Purpose

- A. to increase on-going, two-way communication between employees and managers,
- B. support the development of clear, consistent and measurable goals linked directly to our core values and mission,
- C. help articulate and support professional development opportunities and needs (courses/classes, skills, books, magazines, seminars or CEU's),
- D. support and provide documentation for personnel actions under approved policies and
- E. establish the criteria for making reward and recognition decisions.

#### II. Policy

The Rules and Regulations of The University of Texas System Board of Regents provide for a performance evaluation to be conducted annually for all regular employees of The University of Texas System. Performance evaluations are based on lawful, job related and non-discriminatory criteria. UTA prohibits discriminating against an individual in connection with the terms, conditions or privileges of employment; or limiting, segregating or classifying an employee or applicant for employment in a manner that would deprive or tend to deprive an individual of any employment opportunity or adversely affect in any other manner the status of the employee because of race, color, national origin, religion, sex, age or disability.

### III. Procedure

- A. **Probationary Employees (Classified)** - Probationary employees shall have their work performance regularly evaluated, including a performance discussion at three months and a formal written review upon completion of his or her six-month probationary period. Email an electronic copy of the signed document , single sided only one per employee to [hrperformreviews@uta.edu](mailto:hrperformreviews@uta.edu). Do not bundle multiple evaluations in a single file. Provide a completed copy to your Administrative Unit and your employee.

**Administrative and Professional employees (A&P)** shall have their work evaluated on an annual basis.

- B. **Non-Probationary Employees** - Non-probationary employees shall have their work evaluated based on the following:
- Not less than once per year for the period of January through December of the prior year.
  - Performance evaluations may take place more frequently than once per year at the discretion of the employee's supervisor or other administrative superior.

C. **On Campus Transfers and Position Changes:**

- If an employee is transferring to another department on campus, the supervisor is to conduct a formal review before the transfer.
- For annual merit increases, reviews from the previous department and the current department will be taken into consideration.

- D. **Forms and Guidelines for Implementation** - The official UTA Performance Management Forms available in the [Legal Affairs Policies, Procedures and Forms site](#). No other form should be used. (Supplementary departmental planning materials or management information should be kept separate from this form.) Additional information regarding the use of the form is provided in the [Performance Management Guide](#).

- E. **Confidentiality and Disposition of Forms** - The completed annual Performance Review Form for each employee is part of that employee's official personnel file in each department. The final step in the evaluation process involves review by the department head, director, or designated management official. A staff member has access to his/her file upon request.

Email an electronic copy of the signed document, single sided only one per employee to [hrperformreviews@uta.edu](mailto:hrperformreviews@uta.edu). Do not bundle multiple evaluations in a single file. Provide a completed copy to your Administrative Unit and your employee.

***Performance management documents contain confidential information and should be treated with respect for the individual's privacy.***

#### IV. **Merit Increases**

Employees receiving an evaluation rating of 'Solid Performer' 'Above Expectations' or 'Outstanding' are eligible for a merit increase if the employee has completed the 180-day probationary period.

#### Related Forms

- [Legal Affairs Policies, Procedures and Forms](#)

#### Related Links

- [Performance Management Guide](#)