

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICY AND PROCEDURES MEMORANDUM
PERFORMANCE EVALUATION PROGRAM

DATE: September 24, 2002

Edited: February 07, 2007

1. PURPOSE

The purpose of this policy is to provide for the effective performance evaluation of The University of the Permian Basin employees.

2. 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 employees of The University of Texas of the Permian Basin.

Supervisors are expected to conduct evaluations for all employees appointed for at least 20 hours per week for a period of four and one-half months or more. The performance evaluation process is designed to assess an employee's accomplishments in relation to the standards for the position, provide feedback to the employee regarding work performance and demonstrated attributes, recommend employee developmental activities and establish goals for the next evaluation period. Performance evaluations are a tool available for use by supervisors in the salary merit review process, in promotion and cross-functional training recommendations, and will assist in establishing succession planning needs.

3. APPLICATION OF POLICY

3.1 Evaluation Preparation

Supervisors are expected to conduct a written performance evaluation for employees utilizing the Performance Appraisal form. The form is available on the Office of Human Resources (OHR) web site:

http://www.utpb.edu/utpb_adm/businessaffairs/officeofpersonnel/Forms/pe3_performance_appraisal.doc

3.2 Evaluation Schedule

Supervisors are expected to evaluate each employee no later than the end of sixth month after commencement of employment. Although the probationary employee evaluation must be completed prior to the end of the sixth month, supervisors should keep employees advised of performance progress on an on-going basis throughout the probationary period. Thereafter, supervisors are to evaluate each employee annually. At any time an employee's performance warrants a written evaluation due to significant improvement or deterioration in performance, the supervisor is expected to 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 HR Policy and Procedures Memorandum Discipline/Dismissal of Employees.

3.3 Evaluation Techniques and Criteria

Evaluation sessions should be conducted privately in a location free from interruptions.

The evaluation/goal setting discussion is the key to successfully communicating meaningful and relevant information between an employee and supervisor.

Written documentation is not the most important element. Documentation is used as a basis for discussion regarding past, present, and future accomplishments, goals, demonstrated attributes, development activities, and strategic plans for the individual, the department, and The University of Texas of the Permian Basin.

Performance Evaluation Program documentation should be a flexible planning and accomplishment record subject to change as the employee and the organization grow and respond to internal and external customer requirements. Performance evaluation and goal setting are continuous, on-going processes and employees should be kept informed on a current basis of their progress and performance expectations. The Performance Appraisal form and all appropriate documentation to support the evaluation and goal setting activities should be available for review by the supervisor and employee.

4. AUTHORITY

UT System Board of Regents' *Rules and Regulations*, Part I, Chapter III, Section 37.