

## Annual Performance Evaluations Policy

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### I. Title

Annual Performance Evaluations Policy

### II. Policy

All employees of The University of Texas at Arlington (UTA or University) shall be evaluated annually each spring. The intent of the annual performance evaluation is to evaluate an employee based on the entire scope of their assigned duties. Employees shall be provided with a copy of their evaluation and have an opportunity to meet with their supervisor to review the results of the evaluation and discuss any plans for improvement. A copy of the annual performance evaluation should be included in the employee's personnel file. The following procedures for the annual performance evaluation shall apply to the following classes of employees:

#### A. Tenured Faculty

See UTA Policy [AA-FPT-PO-05 Annual Review and Comprehensive Periodic Evaluation of Tenured Faculty](#)

#### B. Tenure Track Faculty

See UTA Policy [AA-FPT-PO-01 Promotion and Tenure](#)

#### C. Faculty with Administrative Appointments

See UTA Policy [AA-FPT-PO-06 Review of Academic Administrators](#)

#### **D. Academic-Professional-Track Faculty**

See UTA Policy [AA-FPT-PO-07](#) *Titles and Promotions of Academic-Professional-Track Faculty*

#### **E. Adjunct and Contract Faculty (part-time and full-time)**

Adjunct and contract faculty will be evaluated annually by the department chair (or Dean in the case of the schools). The evaluation will include a review of teaching effectiveness, the course syllabi, and the performance of other duties as assigned by the department chair (or Dean in the case of the schools). The performance review should be conducted before extending contract renewal offers.

#### **F. Staff**

Staff are to be reviewed using the [e-UT Share Performance Application](#). The principal purposes of staff reviews are to encourage staff development and to strengthen the departments' effectiveness. Specific purposes include: to identify particular indicators of achievement; identify areas of greatest/least effectiveness; stimulate areas for improvement; aid in promotion, retention, and salary decisions; and increase employer-employee communication.

#### **G. Graduate Student Job Titles**

Graduate Students will be evaluated based on the performance of their assigned duties. Each college and school will develop written procedures for the evaluation of the graduate students. Graduate Advisor's will inform the graduate students of the guidelines. The graduate students should review the results of their performance review with the department's/school's Graduate Advisor. In the case of Graduate Teaching Assistants (GTA), the review will, at a minimum, include a review of teaching effectiveness and course syllabi. In the case of Graduate Research Assistants (GRA), the review will include a written review by their supervising faculty detailing how the GRA has performed assigned research duties.

### **III. Definitions**

N/A

### **IV. Relevant Federal and State Statutes**

N/A

**V. Relevant UT System Policies, Procedures and Forms**

UTA Procedure [HR-SPE-PR-01](#) Staff Performance Management Review

**VI. Who Should Know**

All UTA employees.

**VII. UTA Office(s) Responsible for Policy**

**Responsible Officer:** Vice President for Talent, Culture & Engagement

**Sponsoring Department:** Talent, Culture & Engagement

**VIII. Dates Approved or Amended**

August 30, 2022

November 11, 2024

March 27, 2025 (Last Reviewed)

September 12, 2025

**IX. Contact Information**

All questions regarding this policy should be directed to: Vice President for Talent, Culture & Engagement [askhr@uta.edu](mailto:askhr@uta.edu)

Send notifications of errors or changes to: [policysite@uta.edu](mailto:policysite@uta.edu)