

Staff Performance Management Review Procedure

Contents

- I. [Title](#)
 - II. [Objective](#)
 - III. [Scope](#)
 - IV. [Procedure](#)
 - V. [Definitions](#)
 - VI. [Relevant Federal and State Statutes](#)
 - VII. [Relevant UT System Policies, Procedures and Forms](#)
 - VIII. [Who Should Know](#)
 - IX. [UTA Office\(s\) Responsible for Procedure](#)
 - X. [Dates Approved or Amended](#)
 - XI. [Contact Information](#)
-

I. Title

Staff Performance Management Review Procedure

II. Objective

- A. Increase on-going, two-way communication between employees and managers;
- B. Support the development of clear, consistent, and measurable goals linked directly to UTA's core values and mission;
- C. Articulate and support professional development opportunities (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.

III. Scope

University of Texas System Board of Regents [Rule 30501 Employee Evaluations](#) requires all UT System institutions to develop procedures regarding employee evaluations and to conduct an annual performance evaluation of all regular

employees for the purpose of performance improvement, promotion consideration, and merit salary review.

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, age, sex, sexual orientation, disabilities, pregnancy, genetic information, gender identity, gender expression, and/or veteran status.

IV. Procedure

A. Classified-Probationary Employees

Probationary employees should have their work performance regularly evaluated, including a performance discussion at three months and a formal written review upon completion of their six-month probationary period. Human Resources Business Partners will send the vice president or dean a notification to complete the performance review via e-performance. The probationary employee should be directed to complete the self-evaluation and then complete the process by meeting with their supervisor to discuss the performance review. The final step will be for the probationary employee and supervisor to digitally sign the document.

B. Classified-Non-Probationary Employees

Classified-Non-Probationary employees shall have their work evaluated on an annual basis in e-performance.

C. Administrative and Professional Employees (A&P)

Administrative and Professional employees will have their work evaluated on an annual basis in e-performance.

D. On Campus Transfers and Position Changes

If an employee transfers to another department in the middle of a performance review cycle, reviews from the previous department and the current department will be taken into consideration for the review and for annual merit increase determinations.

E. E-Performance Guidance

1. The official UTA Performance Management process is available in the e-performance module in UT Share. Additional information

regarding e-performance is available on the Office of Talent, Culture & Engagement website.

2. The completed annual Performance Review in e-performance for each employee is part of that employee's official personnel file. After the e-performance document has been digitally signed by both the supervisor and the staff member, the archived copies will be available for both in the e-performance module.
3. Performance management documents contain confidential information and should be maintained confidential.

F. Merit Increases

If merit increases are authorized for employees and the employee meets the criteria to be eligible for a merit increase, then the employee may be considered for, but not guaranteed a merit increase. Refer to UTA Policy [HR-E-PO-23 Compensation](#) for more details.

V. Definitions

N/A

VI. Relevant Federal and State Statutes

N/A

VII. Relevant UT System Policies, Procedures and Forms

UTA Policy [HR-E-PO-23 Compensation](#)

University of Texas System Board of Regents [Rule 30501 Employee Evaluations](#)

VIII. Who Should Know

All staff employees and their supervisors

IX. UTA Office(s) Responsible for Procedure

Responsible Officer: Vice President for Talent, Culture & Engagement

Sponsoring Department: Talent, Culture & Engagement

X. Dates Approved or Amended

February 5, 2020

August 15, 2022

March 24, 2025 (Last Reviewed)

XI. Contact Information

All questions regarding this procedure should be directed to the Vice President for Talent, Culture & Engagement: askhr@uta.edu

Send notifications of errors or changes to: policysite@uta.edu