

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Staff Performance Management and Evaluations

Regulation and Procedure Number: URP: 05.610

Policy Owner: Finance and Administration

POLICY STATEMENT

This Texas Woman's University ("TWU") University Regulation and Procedure ("URP") establishes the guidelines for the performance management and evaluation of TWU staff. Effective evaluation of TWU staff will improve performance and strengthen institutional effectiveness through evaluation of specific objective, measurable, and consistently applied criteria.

APPLICABILITY

This policy is applicable to regular full time and regular part time TWU Staff.

DEFINITIONS

1. "Evaluation Period" means the period established each year when evaluations subject to this URP shall be conducted.
2. "Staff" means each classified, administrative, and professional employee who is appointed to work in a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.

REGULATION AND PROCEDURE

- I. Performance Management and Evaluation Process Objectives
 - A. To assess performance of job duties based on the employee's current job description;
 - B. To assess employee compliance with policies, procedures, and practices.

- C. To identify specific indicators of achievement, consistent with TWU's mission and goals;
- D. To encourage supervisors and Staff to communicate and develop mutually established goals; and
- E. To identify areas where improvement is possible or necessary, and to outline plans for improving performance;
- F. To acknowledge contributions and performance that may serve as the basis for a Merit Compensation Program, if approved to be implemented for the evaluation period; and
- G. To assist in making personnel decisions relating to promotions, reclassifications, training needs, and career development.

II. Evaluation Period

- A. Staff performance shall be evaluated on an annual basis during the Evaluation Period. Evaluations shall be conducted by the Staff's supervisor, manager, or designee. Staff hired after an annually established deadline will not be evaluated in the Evaluation Period immediately following the start date of their employment but shall be evaluated during the following year's Evaluation Period.
- B. While the formal performance evaluation occurs annually during the Evaluation Period, the performance evaluation system is an ongoing process. The performance evaluation process should give Staff, in conjunction with supervisors, the opportunity to assess work performance, receive feedback, identify development and training needs, and establish achievable work goals.
- C. All Staff will be given the opportunity to provide written comments on their evaluation. The completed performance evaluation, including any comments from the Staff member, is a part of the Staff's official personnel file and shall be treated as confidential to the extent permitted by law.
- D. The Office of Human Resources ("OHR") oversees the evaluation process, and any questions regarding this policy or the evaluation process should be directed to OHR.

III. Discrimination in the Employee Evaluation Process

The employee's second level supervisor must approve the evaluation indicating agreement with the scoring and Equal Employment Opportunity ("EEO") compliance. Performance evaluations may be reviewed for EEO compliance at any time by the Office of Human Resources. Any Staff who

believes that their evaluation was discriminatory based on their membership in a protected class should contact the Office of Human Resources to discuss their Performance Evaluation.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[URP 05.100: Non-Discrimination, Equal Opportunity, and Diversity](#)

[TWU Staff Performance Management Website](#)

FORMS AND TOOLS

None

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Revised: 08/03/2022