



**I. 4.9.1 Employee Performance Review Program**

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.9 Performance Administration	Date Last Reviewed: December 2015
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: December 2015

**II. Purpose**

This policy establishes the requirement to develop staff through the Employee Performance Review Program.

**III. Scope**

This policy applies to all classified and administrative and professional (A&P) employees of UT Health San Antonio, including part-time and probationary employees.

This policy does not apply when:

- A. Individuals are appointed as a Temporary Associate, according to the Institutional Handbook of Operating Policies (IHOP) Policy, [4.3.6 Temporary Associates](#), do not receive performance reviews, or
- B. Individuals are in positions that require student status. As is outlined in the IHOP Policy, [4.3.5 Student Employees](#).

**IV. Policy**

- A. The Employee Performance Review Program promotes employee growth and development and the management of performance within the context of continuous improvement. The goals of the Employee Performance Review Program are to:
  1. Focus employees' efforts on key actions to positively affect departmental and institutional results;
  2. Provide an accurate assessment of the employee's performance;
  3. Recognize commendable performance and identify areas for improvement;
  4. Foster sincere discussions of opportunities for development;
  5. Provide a basis for personnel actions, as provided under approved policies.

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### B. Performance Review

Performance review refers to a written, confidential record that evaluates the performance of an employee of UT Health San Antonio (UTHSA). In accordance with policy established by the University of Texas Systems Board of Regents (Rule 30501), it is the policy of UTHSA to provide a performance evaluation program which includes an annual assessment of all administrative and professional (A&P) and classified employees each year.

### C. Faculty Employees

The performance review of faculty and faculty administrators is described in [Chapter 3, Faculty Policies and Procedures](#) of the IHOP.

### D. Responsibility

It is the supervisor's responsibility to manage the performance of their direct report(s) by:

1. Planning - setting and communicating expectations at the beginning of the review period or assignment.
2. Coaching - tracking progress and providing timely feedback on employee's performance and behavior, an identifying and addressing employee's development needs.
3. Evaluating - completing a fair assessment of employee's performance using behavior-based, job-related and non-discriminatory criteria

If an employee transferred into the department during the evaluation period, the current supervisor at the time of an annual performance review should contact the previous supervisor and obtain input to include on the performance evaluation.

### E. Probationary Employees

A probationary employee is a regular, classified employee subject to a probationary period of six (6) continuous months of service at UTHSA according to the IHOP Policy, [4.5.5 Probationary Period](#).

The Performance Review Report for New (Probationary) Employees is used by supervisors to evaluate the performance of all regular probationary classified employees at the end of his/her first two months and five months of employment. For employees who are not progressing satisfactorily, the review form can be used at monthly intervals or as circumstances require.

### F. Monitoring

To ensure nondiscrimination practices, the Office of Human Resources will be responsible and reserves the right to periodically audit or request any record and documentation pertaining to performance reviews of probationary and non-

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probationary employees. Findings from the audit will be provided by the Vice President for Human Resources to the respective department head and executive committee member.

**V. Definitions**

*There are no defined terms used in this Policy.*

**VI. Related References**

*There are no related documents associated with this Policy.*

**VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
12/2015	Policy Revision		