

Institutional Handbook of Operating Procedures
Policy 03.01.04

Section: Human Resources Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Training and Development	Responsible Entity: Human Resources

I. Title

Performance Management Program

II. Policy

- A.** Official performance reviews will be documented on a UTMB-approved evaluation form for all employees (Administrative & Professional, Faculty, Classified, and Non-teaching) on an annual basis.
- B.** Within the first month following initial employment, transfer, promotion, demotion, or reclassification, employees are informed in writing by their supervisor of the behavioral expectations and work outcomes expected of them and how they will be evaluated. An employee's performance rating shall be based on his or her meeting established goals, as reflected by the evaluation. Work outcomes and behavioral expectations will be established for all classifications of employees. While work outcomes may vary based on the employee's specific job, there will be consistency in the measurement of performance-related work outcomes and behaviors. The performance evaluation will be used as a basis for decisions related to performance-based (merit) salary increases, promotions, and other conditions or privileges of employment.
- C.** Supervisors will notify employees in writing upon revising their behavioral expectations, work outcomes, and/or development outcomes. Employees will not be evaluated on revised standards for at least one month.
- D.** Supervisors should provide on-going coaching related to behavioral expectations, work outcomes, and development outcomes.
- E.** UTMB complies with applicable federal and state laws and regulations and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.
- F.** Managers not completing employee evaluations as outlined will be subject to disciplinary action.

III. Program Goals

- A. The focus of the Performance Management Program is employee growth and development and the management of performance within the context of continuous improvement.
- B. The goals of the Performance Management Program are to:
 - 1. translate institutional outcomes into individual outcomes for employees;
 - 2. focus employee behavior on key actions that will affect institutional results;
 - 3. help supervisors and employees agree on goals and behaviors;
 - 4. provide continual communication and support focused on goals compared to attained performance levels;
 - 5. foster a sincere discussion of opportunities for development among employees;
 - 6. guide employees toward behaviors that drive effective performance; and
 - 7. promote a climate supporting exceptional performance.

IV. Training

All personnel responsible for completing performance reviews shall receive appropriate training coordinated through Human Resources.

V. Changes to the Evaluation

Any change to the evaluation form during the appraisal interview must be documented appropriately using the UTMB-approved electronic evaluation system. If the department is approved to use a paper system, changes must be initialed and dated by the employee and the evaluator or a replacement form may be completed, signed, and dated by both parties.

VI. Changes in Supervisor

Evaluators are required to supervise an employee for a minimum of three (3) months prior to completing the performance review.

VII. Action Plans

Any employee who receives a rating of “does not meet” for one (1) or more performance standards or targets must have a performance improvement action plan created to include specific time frames for improvement. Each department will be responsible for tracking and monitoring performance improvement action plan progress.

Copies of the Evaluation

- A. In most cases, evaluations can be accessed by the employee electronically. If using a paper evaluation method, a copy of the completed performance evaluation and all attachments will be given to the employee following the performance review.
- B. In most cases, evaluations are completed using an approved electronic system which is routed to the UTMB Employee Records department. If using a paper system, the original performance evaluation will be forwarded by the supervisor to the UTMB Employee Records department.
- C. Departments will be responsible for the security and confidentiality of any duplicates of performance appraisal forms they keep in departmental records.

VIII. Relevant System Policies and Procedures

[Board of Regents' Rule 30501, Employee Evaluations](#)

IX. Related UTMB Policies and Procedures

[IHOP - 03.01.02 - Employee Files](#)

X. Dates Approved or Amended

<i>Originated:</i> 02/13/1992	
Reviewed with Changes	Reviewed without Changes
03/07/2013	
06/05/2019	

XI. Contact Information

Human Resources Employee Relations
(409) 772-8696