

Institutional Handbook of Operating Procedures Policy 05.05.01	
Section: Faculty Policies	Responsible Vice President: Executive Vice President and Provost
Subject: Evaluations	Responsible Entity: Council of Deans

I. Title

Faculty Evaluations

II. Policy

The University of Texas System (UT System) Board of Regents and the Office of the Chancellor has directed that a performance evaluation process for all faculty members be operable and used for merit review prior to each operating budget cycle.

The UTMB President has delegated to the Deans the responsibility for establishing procedures for the annual evaluation of faculty members within their respective schools, subject to approval, and in accordance with the general policies and administrative approval requirements outlined below.

III. Procedures

All part-time and full-time faculty members must have a completed annual performance evaluation communicated to the President as to its completion and electronically placed within the departmental personnel files by October 31.

Performance evaluations will generally not be electronically sent from a faculty member’s department except when specifically indicated by their school’s procedures. However, the President or other appropriate UTMB Institutional Leader (i.e., director, department or division head, school dean, provost) may request a copy of a faculty member’s evaluation at any time, particularly when recommendation has been made for salary increases or promotions.

Performance ratings shall be based on whether the faculty member has met their defined goals, as agreed upon with the faculty member’s supervisor (if applicable) and department chair and documented in the annual Performance Evaluation for the current evaluation period, or in the partial-year performance document for faculty hired or re-hired within the current evaluation period. The defined goals agreed upon will be reasonable, achievable, and feasible.

Although work outcomes may vary based on a faculty member’s specific job functions, there should be consistency in the measurement of performance-related work outcomes and behaviors because evaluations will be used as a basis for decisions related to performance-based salary increases, requests for promotions, and other conditions or privileges of employment.

IV. Relevant System Policies and Procedures

- [Regents’ Rules and Regulations, Rule 30103 – Standards of Conduct](#)
- [Regents’ Rules and Regulations, Rule 31101 - Evaluation of Administrators](#)
- [Regents’ Rules and Regulations, Rule 31102 – Evaluation of Tenured Faculty](#)
- [Regents’ Rules and Regulations, Rule 30501 – Employee Evaluations](#)

V. Related UTMB Policies and Procedures

[IHOP - 05.05.02 - Periodic Performance Evaluation of Tenured Faculty](#)

VI. Dates Approved or Amended

<i>Originated: 11/01/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
02/14/2013	
10/02/2018	

VII. Contact Information

Council of Deans
(409) 747-9083