

Section 5	Faculty Policies	11/01/95	- Originated
Subject 5.5	Evaluations	02/14/13	- Reviewed w/ changes
			- Reviewed w/o changes
Policy 5.5.1	Faculty Evaluations	03/19/13	- Effective
			Council of Deans - Author

Faculty Evaluations

UTMB 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 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 of the President, and in accordance with the general policies and administrative approval requirements outlined below.

Procedures

All part-time and full-time faculty members must have a completed annual performance evaluation communicated and on file by July 31st. Each school Dean will advise the President by letter that performance evaluations have been completed on all faculty members within their respective schools.

Performance evaluations will generally not be sent forward from a faculty member's department except when specifically indicated by their school's procedures. However, the President or other appropriate UTMB Executive Officers 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 established goals, as reflected in their previous year's evaluation. 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. Additional information may also be gathered based on UT System requirements outlined in the Faculty Evaluations Guidelines provided by the Office of the Provost.

References

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
IHOP Policy 5.5.2, *Periodic Performance Evaluation of Tenured Faculty*
