EMPLOYEE PERFORMANCE REVIEW PROGRAM

Policy

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

Purpose

The purpose of the Employee Performance Review Program is 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.

Applicability

This policy applies to all classified and administrative and professional (A&P) employees of the Health Science Center, including part-time and probationary employees. The only exceptions are outlined below:

- Individuals appointed as a Temporary Associate, according to the Handbook of Operating Procedures, Section 4.3.6, “Temporary Associates,” do not receive performance reviews.
• Individuals in positions that require student status do not receive performance reviews; these positions are outlined in the Handbook of Operating Procedures, Section 4.3.5 “Student Employees”.

Faculty Employees

The performance review of faculty and faculty administrators is described in Chapter 3, “Faculty Policies and Procedures”, of the Handbook of Operating Procedures (HOP).

Responsibility

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

• Planning – setting and communicating expectations at the beginning of the review period or assignment

• Coaching – tracking progress and providing timely feedback on employee’s performance and behavior, and identifying and addressing employee’s development needs

• 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 the annual performance review should contact the previous supervisor and obtain input to include on the performance evaluation.

Probationary Employees

A probationary employee is a regular, classified employee subject to a probationary period of six (6) continuous months of service at the Health Science Center at San Antonio according to the Handbook of Operating Procedures, Section 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.

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-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.