

1. Title

Employee Evaluations

2. Rule and Regulation

- Sec.1 Annual Evaluation. An annual evaluation program for all employees (administrative, faculty and classified) within The University of Texas System or any of the institutions is to be used for the improvement of performance, promotion consideration, and merit salary review.
- Sec. 2 Development of Policies. System Administration and each institution of the U. T. System will develop policies and procedures regarding evaluations for inclusion in the *Handbook of Operating Procedures* or a Policies and Procedures Memorandum issued by the U. T. System Administration Office of Human Resources, as appropriate, after prior approval.
- Sec. 3 Probationary Policies. System Administration and each institution of the U. T. System shall establish a probationary period not to exceed six months of actual service for all new classified employees. Probationary employees will be evaluated pursuant to procedures and criteria that have been approved for inclusion in the institutional *Handbook of Operating Procedures* or [The University of Texas System HOP 3.5.1](#) (Probationary Period for Classified Employees), as appropriate.
- Sec. 4 Faculty Evaluations. Faculty in tenure-track appointments will be evaluated pursuant to criteria contained in these *Rules and Regulations* and procedures and criteria that have been approved for inclusion in the institutional *Handbook of Operating Procedures*.

3. Definitions

None

4. Relevant Federal and State Statutes

None

5. Relevant System Policies, Procedures, and Forms

Regents' *Rules and Regulations*, [Rule 30103](#) – Standards of Conduct

Regents' *Rules and Regulations*, [Rule 30601](#) – Discipline and Dismissal of Classified Employees

Regents' *Rules and Regulations*, [Rule 31101](#) – Evaluation of Administrators

Regents' *Rules and Regulations*, [Rule 31102](#) – Evaluation of Tenured Faculty

The University of Texas System [HOP 3.5.1, Probationary Period for Classified Employees](#)

6. Who Should Know

Employees

7. System Administration Office(s) Responsible for Rule

Office of Human Resources

8. Dates Approved or Amended

Editorial amendments to Sec. 2 and Number 7 made March 7, 2017

Editorial amendment to Sec. 3 made June 26, 2013

December 10, 2004

9. Contact Information

Questions or comments regarding this Rule should be directed to:

- bor@utsystem.edu