



1. Policy

It is the policy of The University of Texas at Dallas that classified and administrative and professional (A&P) staff will have their job performance evaluated on an annual basis. More frequent evaluations are appropriate in many situations and may be authorized by Human Resources Management (HRM).

2. Purpose

The purposes of the job performance appraisal include, but are not limited to:

- 2.1 Aligning the responsibilities of each job with the mission of UTD and the mission of the employing department
- 2.2 Encouraging and improving open communication between supervisors and their staff
- 2.3 Documenting the professional growth and development needs and achievements of employees
- 2.4 Collecting data to support analysis and decisions in staffing, compensation and training.

3. Procedures

- 3.1 Appraisals will be conducted for all classified and A&P staff who:
 - 3.1.1 Have a .25 (25%) FTE or greater appointment, and
 - 3.1.2 Have been employed at UTD for more than 180 days.
- 3.2 Appraisals are optional for staff whose appointment and/or period of employment do not meet this standard.
- 3.3 The appraisal process should be completed during the first quarter of each calendar year.
- 3.4 New supervisors should complete performance appraisal training provided by Human Resources Management (HRM) prior to appraising their subordinates for the first time at U.T. Dallas. All supervisors should periodically attend the training to maintain current knowledge.
- 3.5 The appropriate copy of the appraisal document is due to HRM by the 5th working day of April.
- 3.6 Employees who do not agree with their appraisal may provide a written statement explaining why they disagree. Employee statements should be provided to their supervisor, with a copy to HRM, within 20 working days of receiving their appraisal. The employee's statement will be filed with the appraisal.
- 3.7 For more information, contact the Human Resources Management office at extension 2221.