

**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 its 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 U. T. System Administration Human Resources Manual, 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* [Series 30103](#) – Standards of Conduct

Regents' Rules and Regulations [Series 30601](#) – Discipline and Dismissal of Employees

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

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

**6. Who Should Know**

Employees

**7. System Administration Office(s) Responsible for Rule**

Office of Human Resources

**8. Dates Approved or Amended**

December 10, 2004

**9. Contact Information**

Questions or comments regarding this rule should be directed to:

- [bor@utsystem.edu](mailto:bor@utsystem.edu)