

Annual Performance Evaluation Guidelines

The Annual Performance Evaluation process is an opportunity for supervisors to provide performance feedback to employees in a formal manner.

I. General Responsibilities & Recommended Practices

Clarification of job responsibilities must be communicated to employees at the start of employment. If a supervisor oversees a probationary employee, the supervisor must keep the employee informed of performance progress throughout the probationary period. All evaluations must be based on lawful, job-related and nondiscriminatory criteria, reflect responsibilities within the employee's job description, and ensure applicable standards are applied consistently. Copies of job descriptions for classified and A&P positions are available upon request, please contact UT Tyler, Office of Human Resources, at (903) 566-7234, or via email, humanresources@uttyler.edu.

It is highly recommended that supervisors meet bi-annually with each direct report to discuss the following: quality and quantity of work, performance strengths, performance improvement needs, evaluation of overall performance at the time of the meeting, workplace performance expectations, the job description, and available professional development resources. It is further recommended that these bi-annual meetings occur in a private setting, free of interruptions, and be properly documented by the supervisor to inform and support the contents of the annual evaluation.

II. Evaluation Period & Deadlines

All completed evaluations must be submitted to the UT Tyler, Office of Human Resources and are due annually by the due date published.

The annual evaluation period is January 1st to December 31st. Workflow, FAQs, and Training Guides can be found at <https://www.uttyler.edu/offices/human-resources/peoplesoft-training-resources/>

III. Biographical Information Section

When completing the biographical information section of the evaluation form, do not use nicknames, informal department names or abbreviations. Please refer to PeopleSoft for accuracy of information.

IV. Who is required to receive an annual performance evaluation?

All regular, benefits-eligible, non-student (FT, PT, 50% or greater) faculty and staff employees who were hired before July 1 of the current evaluation cycle. If the employee transferred from one department to another during the year, the new supervisor, in consultation with the previous supervisor, completes the evaluation.

V. Overall Performance Rating

For classified staff, the overall rating is based on the overall performance ratings given by the supervisor on the applicable job performance factors. If the overall rating is below "unsatisfactory," the reviewer must

consult with UT Tyler, Office of Human Resources, prior to issuance of the Employee Evaluation Form to the employee under review.

Superior	Performance is at an extremely high level of competency and quality, greatly exceeding the minimum requirements of the position. This category is for the exceptional employee who consistently and independently goes beyond the scope of their job in many ways and whose performance significantly contributes to the achievement of the University goals and objectives.
Exceeds Expectations	Performance is at a level of competency and quality that consistently exceeds the minimum requirements of the position. This category is for the employee who occasionally performs beyond the scope of their job and contributes in a positive manner to the achievement of the University goals and objectives.
Meets Expectations	Performance is at a level of competency and quality at the minimum requirements of the position. This category is for the employee who generally meets the requirements of the position and contributing to the University goals and objectives.
Needs Improvement	Performance is at a level of competency and quality slightly below the minimum requirements of the position. This category is for the employee who needs improvement to meet the University standards of performance.
Unsatisfactory	Performance is at a level of competency and quality significantly below the minimum requirements of the position. This category is for the employee who fails to meet the University standards of performance or teamwork.

VI. Further Information

For the applicable policy on performance evaluations, please see [UT Tyler HOP 6.18, Performance Evaluation Program](#). If you have any questions pertaining to this process, please contact UT Tyler, Office of Human Resources at (903) 566-7234, or via email, humanresources@uttyler.edu.