

Performance Evaluations are an essential component of performance management strategies to support personal growth and professional success. Annual Performance Evaluations provide an opportunity for team members and managers to reflect, set goals, highlight accomplishments and strengths, and identify potential areas of improvement. Performance Evaluations must contain objective, measurable, and consistently applied criteria.

Managers are encouraged to meet with a new team member within the first month of employment to discuss performance expectations, individual and team goals, institutional development opportunities, and values-based behavioral goals and document a training plan.

The Performance Evaluation process requires managers and team members to complete a minimum of one Performance Evaluation per year.

Managers shall retain copies of their team members' Performance Evaluations and any notes from related discussions, including developmental notes. Retention of these documents shall comply with any regulatory, higher education accreditation strategies requirements, or Human Resources practices.

All steps in this process shall be administered by the manager without regard to a team member's race, color, religion, sex, sexual orientation, gender identity, age, genetic information, disability, national origin, or status as a protected veteran. Performance Evaluation submissions or other related information will be reviewed annually.

3. Development

Team member development is the responsibility of every manager. Managers are encouraged to develop their teams to ensure professional growth, thereby furthering the mission, vision, and values of the institution.

a. HSC OP 70.14, Employee Training and Development

As an institution of higher education, TTUHSC recognizes the importance of promoting lifelong learning so that eligible team members may gain job-related knowledge and behaviors and personal and professional skills. To this end, TTUHSC may designate funding and other resources to enable team members to participate in training courses, education, or developmental learning experiences at no cost to the team members. This may include but is not limited to, short courses, workshops, seminars, conferences, technical or professional training, and higher education courses.

TTUHSC also provides additional training and development opportunities for all team members through the [Office of People and Values](#).

b. Values Welcome Event

As part of the developmental learning experience at TTUHSC, The Office of People and Values facilitates routine new team member orientation training introducing the TTUHSC Values-Based Culture. This training is titled "Values Welcome Event" and is a mandatory experience for all team members within the first 90 days of employment. New team members will receive an invitation to attend within their first 30 days to afford them the opportunity to understand the institutional cultural expectations within the HSC.

Exceptions to event completion within the first 90 days of employment may be considered by the Assistant Vice President of People and Values for extraordinary circumstances.

4. Right to Change Policy

TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without prior notice to or consent of employees.