HSC OP: 70.12, Values, Performance, and Development

PURPOSE: The purpose of this Health Sciences Center Operating Policy (HSC OP) is to establish the philosophy and policy for team member personal assessment and individual development.

REVIEW: This HSC OP will be reviewed on March 1 of each odd-numbered year (ONY) by the Vice President for Human Resources / Chief People Officer.

PHILOSOPHY: Texas Tech University Health Sciences Center (TTUHSC) recognizes all team members as essential to the institution’s overall mission and ability to accomplish established goals through strategic priorities. Success is achieved by fostering a values-based work environment in which team members are empowered to work from their strengths and talents, excel in performance, and pursue ongoing personal development.

POLICY: The process and tools for personal assessment and development are found in the TTUHSC Value-Based Culture Field Guide, a copy of which is provided to every team member upon employment. The online Field Guide Toolkit is available here on the Human Resources website. This process allows timely feedback to empower and enhance employee performance.

All team members and their supervisors shall collaborate to develop an individual Performance Assessment to be recorded in the team member’s Development Action Plan (DAP). Results of the DAP will be used by the team member to guide their completion of a Quarterly Coaching Plan (QCP). The supervisor and team member will meet for a Progress Review Session based on the QCP from the previous quarter.

During their first quarter of employment, a new team member will begin performance assessment by collaborating with their supervisor to complete a Development Action Plan and Quarterly Coaching Plan.

During the meeting to discuss the QCP and progress, the supervisor will utilize coaching strategies to evoke discovery and create greater clarity to help move the team member toward closer alignment with the behaviors of the TTUHSC values, help to enhance skills and competencies to develop their career, and contribute to supporting the objectives of TTUHSC’s Strategic Plan.

Supervisors shall retain copies of their team members QCP’s, DAP’s and Progress Review Sessions to include their development coaching notes. Retention is required to comply with several higher education accreditation strategies and state and federal human resources practice policies. Human Resources may periodically request a review of the documents or complete copies during an audit.

This process does not in any way diminish the importance and value of ongoing interactive communication to clarify expectations, allow continuous feedback, provide recognition, or administer real-time coaching.

All steps in this process shall be conducted without regard to a team member’s race, color, religion, sex, age, disability, national origin, Vietnam Era or Special Disability Veteran status, or genetic information.

Timelines for review sessions may be modified with approval from the Chief People Officer.

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 the consent of team members.