

# Texas Wesleyan University

## Introductory Period Policy

### 1. Purpose

Texas Wesleyan University establishes an introductory period for staff employees to support onboarding, clarify role expectations, provide early feedback, and assess performance and role fit.

### 2. Scope

This policy applies to all newly hired staff employees (full-time and part-time; exempt and non-exempt) and to employees who are promoted, appointed, or transferred into a staff position at Texas Wesleyan University. This policy sets forth the governing requirements for the introductory period. Any related procedures, guidelines, job aids, checklists, and departmental onboarding documents are intended solely to support implementation of this policy, are maintained separately, and may not conflict with, amend, supersede, or otherwise override this policy or the Employee Handbook.

### 3. Definitions

#### Introductory Period

A six (6) month period at the beginning of employment, or upon promotion or transfer into a new staff role, intended to support onboarding, clarify role expectations, provide early feedback, and assess performance and role fit.

#### Extension (of Introductory Period)

An approved, time-limited continuation of the introductory period, based on documented job-related reasons, to allow additional onboarding, training completion, or performance improvement. Total introductory period time may not exceed nine (9) months.

### 4. Policy Statement

Texas Wesleyan University requires an introductory period for (1) newly hired staff employees and (2) employees who have been promoted, appointed, or transferred into a staff role. The introductory period supports onboarding, clarifies expectations, promotes early feedback, and helps ensure consistency in employment decisions. This policy does not amend, supersede, or otherwise override the Employee Handbook.

The introductory period is a six (6) month period intended to facilitate successful integration into the University and provide an opportunity to assess performance early in employment. Supervisors are expected to actively manage the onboarding process, communicate expectations, provide feedback during this period, and complete a formal introductory period evaluation in accordance with the related procedure.

In limited circumstances, the introductory period may be extended to allow additional time for onboarding, training completion, or performance improvement. Any extension must be based on documented, job-related reasons, discussed with the employee, and approved by the division Vice President in

consultation with Human Resources in accordance with the related procedure. Under no circumstances may the total introductory period exceed nine (9) months.

Nothing in this policy alters the at-will employment relationship or limits the University's authority to take appropriate employment action at any time when continued employment is not in the best interest of the institution.

## **5. Responsibilities**

**Supervisors** are responsible for:

- Addressing performance or conduct concerns promptly, including engaging Human Resources when guidance or next steps are needed
- Completing and submitting the required formal introductory period evaluation by the established deadline, with appropriate documentation

**Human Resources** is responsible for:

- Maintaining the related procedure and any supporting templates or forms
- Advising supervisors and employees regarding policy interpretation and implementation
- Supporting training and onboarding resources related to the introductory period

**Employees** are responsible for:

- Engaging in onboarding activities and completing required trainings within established timelines
- Learning and following University and departmental policies, procedures, and performance expectations
- Performing assigned duties, seeking clarification when expectations are unclear, and applying feedback provided by the supervisor
- Communicating questions, obstacles, and support requests early to promote success in the role

## **6. Compliance and Enforcement**

Compliance with this policy is mandatory. Failure to follow this policy or the related procedures may result in corrective or administrative action consistent with applicable University policies, processes, and law.

## **7. Related Documents**

- Introductory Period Procedure
- Introductory Period Evaluation Form (HR template)
- Employee Handbook

## 8. Revision History

<b>Policy Owner</b>	<b>Approved By</b>	<b>Effective Date</b>	<b>Version</b>	<b>Notes</b>
Vice President for Finance and Administration	President's Cabinet	June 1, 2026	1.0	Initial policy

## 9. Approval

This policy was approved by President's Cabinet on May 20, 2026, to be effective for newly hired staff employees and employees who are promoted, appointed, or transferred into a staff position beginning June 1, 2026.