I. PURPOSE

To provide a system of timely and planned feedback to employees that compares performance to the requirements of the position and establishes goals for future rating periods. This system is a management tool to ensure that organizational requirements are met by measuring, tracking, and improving employee productivity. It provides structured opportunities for managers and employees to discuss individual capabilities, career interests, and training and development requirements.

II. SCOPE

This policy applies to all full and part-time employees except those that report directly to the Board of Trustees. Performance evaluation policies for employees who report to the Board will be determined and administered by the Board of Trustees.

III. POLICY

A. Faculty members shall be evaluated in their first year and every three years thereafter at a minimum.

B. All non-faculty staff employees will be evaluated annually, in accordance with guidelines established in this policy.

C. The evaluations shall be measured against a set standard, not the performance of other employees. Performance evaluations shall be conducted in the context of the job description of the employee and any other performance standards set by the employee’s supervisor.

IV. TYPES OF EVALUATIONS


B. Interim Evaluation. An employee may be given an interim evaluation under any circumstances. Typically interim evaluations are done whenever there is a significant change in the employee’s performance and the supervisor desires to make it a matter of record.
C. Annual Evaluation.

1. Staff Evaluation. The normal non-faculty staff evaluation period is for one calendar year. Annual non-faculty performance evaluations will be conducted during the months of January and February. All evaluations are due in Employment Services no later than March 15th. First year evaluations will rarely be for exactly one year of performance. For example, employees who receive a training evaluation after October 1st will not receive an annual evaluation in March of the following year. The employee’s next annual evaluation will be conducted the next annual evaluation cycle.

Employees will not be eligible for a September step increase if they have not received a performance evaluation and a recommendation for a step increase by June 30th.

2. Faculty Evaluation. Each faculty member is either in a non-evaluation year status or evaluation year status. Newly hired faculty members are in evaluation year status during their initial year of teaching. Thereafter, faculty members are in non-evaluation year status for the next two (2) years. Faculty evaluations are due May 1st of the faculty member’s evaluation year. Full-time faculty that do not receive a performance evaluation for their evaluation year and/or do not receive a recommendation for a step increase by June 30th of their evaluation year will not be eligible for a step increase on September 1st. Full-time faculty must receive a performance evaluation with a recommendation for a step increase by June 30th of their evaluation year to be eligible for a step increase in non-evaluation year(s). Part-time faculty are not eligible for step increases.

V. PROCEDURES


A. Employee Performance Plan. Rater will review the job description and/or develop a performance plan for each full-time and permanent part-time employee. The plan must establish a standard for each element on the job description/performance evaluation form.

Performance standards should be reviewed with each employee within 30 days of hire date or when entering a new position. The standards should be written and are to be clearly understood by the employee.

B. Progress Review. Raters should keep employees periodically informed about factors or circumstances which affect their work performance.
Raters should conduct a review with employees at the midpoint of the evaluation period, which should include:

- Progress toward meeting performance standards;
- Need for any changes to performance standards; and
- Identification of performance deficiencies and recommendation on how to correct them.

C. Performance Evaluations.

1. Staff Evaluation. At the end of the rating period the rater will complete the performance evaluation form by March 15th and submit it to the Employment Services office for placement in the personnel file.

2. Faculty Evaluation. The Faculty Performance Evaluation or Department Chair Performance Evaluation form must be completed for each full and part-time faculty member by May 1st of the evaluation year and submitted to the Employment Services office for placement in the personnel file.

3. The staff and faculty evaluations must include comments on the employees strengths and weaknesses and a recommendation for a step increase or not (if applicable). Performance improvement plans must be developed for each needs improved rating. The rater will submit the evaluation to the reviewer(s) up to the Dean/Associate Deputy Chancellor/Department Chair level for review and signature. Comments from the second level manager are optional if the manager concurs but are required if the manager does not concur. In instances where a Dean, Associate Deputy Chancellor or Department Chair is the initial rater, the evaluation must be signed by another administrator so that two supervisory levels approve the evaluation. Once the evaluation is finalized and signed by the supervisory chair, the rater will conduct the formal review. The employee will be asked to comment on the evaluation and acknowledge it by signing the form. The employee must sign the evaluation within two weeks of receiving it. If the employee declines to sign the form, the supervisor will indicate the refusal on the form. The employee’s signature will not constitute agreement of the evaluation but will indicate that the rating has been reviewed. The evaluation will be forwarded to Employment Services for placement in the employee personnel file.

4. Performance Improvement Plans. Written performance improvement plans to assist employees in improving performance or to modify job elements will be developed whenever the rater believes it necessary or each time an employee receives a needs improvement rate on a performance evaluation. The supervisor must adhere to the check-in schedule and track the employee’s actual success or failure in meeting
the expectations. The supervisor should contact Human Resources if the employee fails to successfully complete the plan.

5. Employees may submit rebuttal statements within two weeks of receiving a performance evaluation. The statements will be filed in the employees’ personnel file with the performance evaluation.