
STAFF EVALUATION PROCESS

A system for ensuring annual and accurate Evaluations of staff performance is deemed essential for the institution to maintain a quality staff to meet stated objectives. Therefore, the following guidelines will be applied to insure that a periodic staff evaluation plan has been implemented:

Personnel Operating Within the Classified Personnel System

- Each first-line supervisor will formally evaluate all Classified Personnel System employees under his/her supervision once per year, using the required uniform evaluation instrument. All directions for using and completing the evaluation instrument will be carefully followed, with special attention given to sharing the evaluation findings with the employee.
- The original copy of the evaluation form will be filed in the Human Resources Office of each year. The maintenance of office file copies is highly recommended. The Human Resources Office will take the necessary follow-up steps to make certain all Classified Personnel System employees have been evaluated annually.

Personnel on Faculty Salary Schedule Reporting to the appropriate Division Director

- Each Department Chair will formally evaluate each faculty member in his/her area once per year and file an evaluation statement for each faculty member with the appropriate Vice President of Educational Services prior to April 1 each year. It is expected that the evaluator will make use of all available information including, but not limited to
- Student Evaluations: Student Evaluations are but one part of the total evaluation package and, as such, is viewed in the context of their relationship to the other factors being considered. Consistent negative student Evaluations will obviously be cause for concern and will likely prompt the supervisor to suggest strategies for improvement. The conclusions of the evaluator will be made know to the person being evaluated.
- Self Evaluations (Optional).
- Reaction to the Performance of Instructors is required once a year for full time faculty and part-time faculty each semester. Data are to be collected near the end of either semester. Data for full-time (non-tenured) faculty are to be collected at the end of the fall semester. If tenured faculty chooses to administer evaluation forms during the spring semester, their Summary and Recap sheets from these Evaluations will be used during the following school year for their annual evaluation conference. Reaction to the performance of instructors for part-time faculty is required each semester.

- Based on the results tallied on the Summary and Recap Sheets (Forms 11 and 12) concerning Instructor Performance and other items used for evaluation, the Department Chair along with the instructor should make suggestions for professional development, if needed, during the review conference. These suggestions may then be incorporated in the Instructor Self Evaluation/ Professional Development Goals
- (Form 6) completed by each instructor during the fall semester.
- Division directors will review the evaluation reports for each faculty member in their division and add any additional comments. Any substantive additions in the evaluation report made by a division director will be communicated to the person being evaluated.
- The Office of Human Resources will maintain the official file containing each faculty evaluation. Individuals may request to review their evaluation files at any time the College is open for regular business.

Administrators and All Other Persons Not on Classified Personnel System or Faculty Salary Schedule

- Each administrator will be evaluated once per year by his/her immediate supervisor who will file an evaluation report prior to April 1. The respective Vice President will be responsible for reporting the findings of administrative Evaluations to the President by April 15, with special emphasis on any problem situations.
- Completed instruments are to be passed directly to the supervisor of the administrator concerned via the campus mail or any other manner with which the reactor feels comfortable.
- The respective Vice President will maintain the file containing Evaluations for administrators under their supervision. The President will maintain the file containing Evaluations for the personnel reporting directly to this office. The files will be made available for review upon request.

Review of Evaluation Process

- At five-year intervals, the evaluation process will be reviewed by a representative, ad hoc committee appointed by the Vice President of Educational Services. This committee will thoroughly review all evaluation procedures and instruments.
- Each year all College departments evaluate the Institutional Effectiveness process, and the Director of Institutional Effectiveness and Research uses these evaluations to improve the process.