

ANNUAL EVALUATION PROCESS

A system for ensuring annual and accurate evaluations of staff performance is 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:

I. College Personnel-general policies

Each supervisor will formally evaluate all employees annually or more frequently when specified. The Chair/Supervisor will share the evaluation findings with the employee. It is recommended that the evaluator maintain a copy for a period of one year.

- A. Annual evaluations for 9-month faculty/staff are to be completed prior to April 30 or as specified for more frequent evaluations. For faculty/staff with appointments greater than 9 months, the evaluation may be completed following the completion of the spring semester.
- B. The original copy of the evaluation form will be forwarded by the appropriate departmental chair/supervisor for each employee through the supervisory chain, ending with the appropriate Vice-President/President, who will review and forward to Human Resources where the evaluation form will be placed in the employee's personnel file. An employee is permitted to add a clarifying statement related to any areas of concern that will accompany the evaluation to their personnel file.
- C. The Human Resources Office will take necessary follow up measures to ensure that all employees have been evaluated.
- D. The evaluation form(s) will be made available in Human Resources for review by the employee upon a written, signed, and dated request.

II. Specific policies

- A. **Classified (Non-exempt) staff**-Each supervisor will formally evaluate all Classified Staff under his/her supervision each year, using the Performance Evaluation Form, Non-Exempt Staff. (Form is located on the TC HR web site).
- B. **Faculty**-Department Chairs will formally evaluate each faculty member in their Department once per year. It is expected that the Chair will utilize the following mechanism:
 - 1. Student Evaluations: Student Evaluations are one part of the evaluation process and as such, are viewed in context to other factors. A preponderance of negative student evaluations will be cause for concern and should prompt

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the supervisor to suggest strategies for improvement. The conclusions of the evaluator will be made known to the person being evaluated. Evaluation data collected after faculty receive end-of year evaluation from department chair but before the beginning of new academic term may be included as an addendum to current-year evaluation packet or to subsequent-year packet.

2. Evaluation of faculty using the “Temple Faculty Evaluation Tool” is required annually for all full time faculty. (Form is located on the TC HR web site). For adjunct faculty, this form is required for each of the first two long semesters teaching at Temple College, after which it is required once annually. All directions for using and completing the evaluation form will be carefully followed, with the Supervisor sharing the evaluation findings with the employee.
3. Other mechanisms may include in-class evaluations and self-evaluations. It is recommended that each Department Chair provide a rubric to Faculty outlining evaluation criteria.

C. Department Chairs and Supervisors-Division Directors will formally evaluate each Department Chair or Supervisor in their Division annually using the Performance Evaluation Form, Exempt Staff (Form located on the TC HR web site). It is expected that the Division Directors seek input from the employees that the person supervises.

D. Administrators and Professional Staff-Supervisors will formally evaluate each administrator and professional staff member under their direct supervision annually using the Performance Evaluation Form, Exempt Staff or the Performance Evaluation Form, Non-Exempt Staff as appropriate based on pay status. (Forms located on the TC HR web site). It is expected that the reviewer will seek input from employees that the person supervises.

III. Review of Evaluation Process

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

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