



Reference: Accreditation Standard III.A.5

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Classified Employee Evaluation

The process for classified employee evaluations is outlined in the current Collective Bargaining Agreement (CBA).

Instructional and Non-Instructional Faculty Evaluation

The process for instructional and non-instructional faculty evaluations is outlined in the current Collective Bargaining Agreement (CBA).

Administrative, Management, and Confidential Employee Evaluation

Evaluation of administrative, management, and confidential employees has, as its primary purpose, recognition and improvement of job performance as it relates to the mission and goals of the District and its colleges. This process is viewed as continuous and shall include, where appropriate, input by faculty, classified staff, and peers.

Evaluations for administrative, management, and confidential employees are to be conducted annually. In the case of administrative employees, evaluations shall be completed no later than June 30 each year. In the case of management and confidential employees, evaluations are due no later than the anniversary date of hire.

Evaluations shall include the following components:

1. Employee's self assessment including goals and accomplishments
2. Employee's goals for subsequent year
3. Employee's current job description
4. Supervisor's written evaluation

The evaluation report shall present a total impression of the employee's performance and shall be the basis for strengthening and improving the employee's performance.

The employee's evaluation shall be conducted and written by the immediate supervisor. The supervisor shall provide a copy of, review, and discuss the completed evaluation report with the employee.

Notwithstanding the annual due date for administrative, management, and confidential employees, the College President or Chancellor may initiate and direct an employee evaluation at any time. The scope and process for this evaluation shall be determined by the College President or Chancellor.

Date: 10/21/2020