

Evaluation Procedures

I. FACULTY

A. Full-time Faculty

Timeline:

- The evaluation process is on-going and takes place in all departments as needed.
- The formal performance appraisals must take place during each spring semester of the academic year.
- The Faculty Performance Appraisal instrument is due to the Human Resources Office no later than June 30.
- Recommendation for a probation or non-renewal should be submitted in accordance with College policy. ([Policy 301-02-00BP](#))

New Faculty or Faculty Member with New Assignment:

- An informal performance appraisal is critical for the success of a new faculty member or faculty member with a new assignment and must take place by the supervisor during the first two semesters of the date of hire or new assignment.
- The supervisor must complete a formal performance appraisal on each new faculty member or faculty member with a new assignment prior to the end of each probationary period. Both the employee and supervisor will retain a copy of the completed appraisal form signed by both. The employee signature indicates only that the evaluation has been reviewed.
- The supervisor must submit a written recommendation and the original formal appraisal instrument to the Director of Human Resources if the employee should receive a regular or probationary contract, or be dismissed. The Director of Human Resources will submit the recommendation to the appropriate Vice President and/or President.

Formal Performance Appraisal:

- Components of the formal performance appraisal include, but are not limited to:
 - # Faculty Position Description
 - # Expectations as stated in "A Community of Learners" Brochure.
 - # Annual completion by the appropriate Dean/Director of the Faculty Performance Appraisal form which reflects the expectations as outlined in the faculty job description. The completed form will be reviewed with the faculty member during the annual evaluation process during the spring. The employee and supervisor will sign the form.
 - # Completion by students of the Student Evaluation of Classroom form in each class for the first semester faculty and thereafter at least once a year in at least one class for continuing faculty. Faculty teaching courses through multiple delivery methods must have at least one online or hybrid course and one traditional or web-based course observed each year.
 - # A Learning Activity Observation by a peer and/or Dean/Director and completion of the Learning Activity Observation Instrument form in at least one (1) class per year for each faculty member. Faculty teaching courses through

multiple delivery methods must have at least one online or hybrid course and one traditional or web-based course observed each year.

- # Development of a Performance Enrichment Plan each year to be reviewed with the faculty member's supervisor during the annual performance process.

Guidelines and expectations of each of these components are located on the College's intranet site.

- The original Faculty Performance Appraisal form is due to the Human Resources Office no later than June 30; forms may be shared with the Vice President of Academic and Student Services and Institutional Assessment and/or President. Additionally, supervisors may attach an addendum to the appraisal indicating outstanding or substandard performance by an employee during the remainder of the academic year.
- If a faculty member receives an unsatisfactory performance appraisal, a plan for improvement must be developed by the Dean/Director and reviewed with the faculty member, and/or the supervisor may recommend the employee be placed in a probationary status or non-renewal. A formal performance appraisal will be required at least twice during the semester until all performance items reach satisfactory level for two consecutive semesters. If performance remains unsatisfactory and improvement is not made within a specified period, disciplinary action will be in accordance with College Policy. ([Policy 301-02-00BP](#))
- All appraisals and observations will be kept in accordance with the Personnel Records Management Policy. ([Policy 301-03-02BP](#))

B. Curriculum Adjunct Faculty

The performance appraisal process is an ongoing process with the improvement of services as the main purpose.

- The components of the performance appraisal includes, but are not limited to:
 - # Adjunct Faculty Position Description
 - # Expectations as stated in "A Community of Learners" brochure.
 - # Adjunct Faculty Performance Appraisal form is to be completed for each adjunct faculty member during the fall semester and during the spring semester for any adjunct faculty member not employed during the previous fall semester.
 - # A Learning Activity Observation Instrument is to be completed in all courses for each adjunct faculty member during his/her first semester of employment. Thereafter, a minimum of one class will be observed during each academic year of employment. Faculty teaching courses through multiple delivery methods must have at least one online or hybrid course and one traditional or web-based course evaluated each year.
 - # Student Evaluation of Classroom form is to be completed in all courses for each adjunct faculty member during his/her first semester for employment. Thereafter, a minimum of one class will be administered during each academic year of employment. Faculty teaching courses through multiple delivery methods must have at least one online or hybrid course and one traditional or web-based course evaluated each year.

Guidelines and expectations of each of these components can be found on the College's website.

II. STAFF AND INSTRUCTIONAL PARAPROFESSIONALS

A. Full-time Staff and Instructional Paraprofessional

Timeline:

- The performance evaluation process is on-going and takes place in all departments as needed.
- The formal performance appraisals must be completed between February 1 and June 30 of each fiscal year.
- The Employee Performance Appraisal form is due to the Human Resources Office no later than June 30.
- Recommendation for a probation or non-renewal should be submitted in accordance with College policy. ([Policy 301-02-00BP](#))

New Employee or Assignment:

- An informal performance appraisal is critical for the success of a new employee or an employee with a new assignment and must take place by the supervisor during the first six (6) months of the date of hire or new assignment.
- The supervisor must complete a formal performance appraisal on each new employee or employee with a new assignment two (2) weeks prior the end of the probationary period. Both the employee and supervisor will retain a copy of the completed appraisal form signed by both. The employee signature indicates only that the evaluation form has been reviewed.
- The supervisor must submit a written recommendation and the original formal performance appraisal form to the Director of Human Resources if the employee should receive a regular or probationary statement of appointment or be dismissed. The Director of Human Resources will submit the recommendation to the appropriate Vice President and/or President for approval.

Formal Performance Appraisal:

- The appropriate performance appraisal form (located on the College's website) must be used as part of the formal performance appraisal.
- A supervisor may require an employee to evaluate his/her own job performance and provide a copy to his/her supervisor prior to the scheduled formal evaluation.
- During the formal performance appraisal the employee and supervisor will review:
 - # The position description. Any changes to the position description must be submitted to the Director of Human Resources for review and submission to the appropriate Vice President and/or President for approval. The official position descriptions are filed in the Human Resources Office. ([Policy 301-03-01BP](#))
 - # Recognize positive areas of performance.
 - # The expectations of the employee.

- # Address areas that need improvement by the employee. When necessary, the supervisor will establish performance objectives to be included in the employees plan for improvement.
- # The performance appraisal form will be reviewed with the employee by the immediate supervisor. The employee and supervisor will sign the form. The employee signature indicates only that the evaluation has been reviewed.
- # Identify goals for the performance enrichment plan.
- The original Employee Performance Appraisal form is due to the Human Resources Office no later than June 30; forms may be shared with the appropriate Vice President and/or President. Additionally, supervisors may attach an addendum to the appraisal indicating outstanding or substandard performance by an employee during the remainder of the fiscal year.
- If an employee receives an unsatisfactory performance appraisal, a plan for improvement must be developed by the supervisor and reviewed with the employee and/or the supervisor may recommend the employee be placed in a probationary status. A formal performance appraisal will be required at least every two (2) months until all performance issue items reach satisfactory levels for at least six (6) consecutive months. If performance remains unsatisfactory and improvement is not made within a specified time period, disciplinary action will be taken in accordance with the College Policy. ([Policy 301-02-00BP](#))
- If the employee disagrees with the appraisal and/or feels that he/she has been treated unfairly or unjustly, the employee may exercise his/her right under the Employee Grievance Policy. ([Policy 306-01-00BP](#))
- All appraisals and observations will be kept in accordance with the Personnel Records Management policy. ([Policy 301-03-02BP](#))

B. Supervisor

- An employee will have the opportunity to evaluate his/her immediate supervisor in February or March of each year. It is strongly encouraged that all employees evaluate his/her immediate supervisor. This is an opportunity for an employee to offer constructive comments that may enable his/her supervisor to serve more effectively.
- The supervisor evaluation process is initiated by the Human Resources Office.
- Responses are compiled and distributed to the appropriate Vice President. Responses will be shared with the employee during his/her performance evaluation after receipt from the immediate supervisor. As deemed necessary by the supervisor, the supervisor may develop a plan to encourage growth and improvement in fulfilling the College's mission, vision and values.
- Individual responses are kept confidential.

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[Evaluation Forms](#)

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