EVALUATION OF ADMINISTRATORS/CLASSIFIED MANAGEMENT EMPLOYEES

The evaluation of employees is an important responsibility of administrative and classified managers. It is imperative that evaluations be accomplished with adherence to the established procedures and forms of the Human Resources office.

The primary goal of evaluation is the improvement of performance. Evaluations, including dates, discussion, and recommendations shall be confidential and shall be released only on a “need to know basis.”

Administrators and managers shall be evaluated semi-annually during the first year of employment and annually thereafter. Annual evaluations for classified managers and administrators are scheduled to be completed by June 20th or as otherwise provided in the administrator’s contract. Additional evaluations may be required at the request of the Chancellor, Vice Chancellor, President, Vice President, Director, Dean, Executive Director or immediate supervisor.

1. The immediate supervisor shall complete the evaluation on the designated District form and meet and review it with the employee.

2. The evaluation shall include a process of goal setting for the next year, as well as an assessment of accomplishment of goals that were previously set.

3. Include and comment on any “Exceptional Contributions” or any “Areas Needing Improvements.”

4. For any Areas Needing Improvement there will be a remediation plan, or suggestions, shall be provided by the supervisor for area evaluated as needs improvement or unsatisfactory.

5. Goals will be set for the following year.

6. The evaluation shall be forwarded to the appropriate President, Vice Chancellor, Vice President and the Chancellor for review and transmittal to the Office of Human Resources.

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