

ADMINISTRATIVE REGULATION 4090

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

EVALUATION OF MANAGEMENT PERSONNEL

The evaluation of employees is an important responsibility of management personnel. It is imperative that evaluations be accomplished with adherence to the procedures established by District Human Resources.

- I. The primary goal of an 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.”
- II. Management personnel shall be evaluated annually during the first year of employment and at least every two years thereafter. In addition, managers on contract shall also be evaluated the year prior to any renewal. Biennial evaluations for managers not employed by a contract are scheduled to be completed 60 days after their anniversary month. Biennial evaluations for managers on contract will be due on October 1st for the previous fiscal year (July 1st through June 30th) or as otherwise provided in the manager’s contract. Additional evaluations may be required at any time at the request of the Chancellor, vice chancellor, president, vice president, director, dean, executive director or immediate supervisor.

III. Evaluation Process

- A. District Human Resources will initiate all evaluations in Workday.
- B. Managers will complete a self-evaluation of their goals and competencies.
- C. The immediate supervisor shall complete the evaluation on the designated District form and meet and review it with the employee.
- D. 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.
- E. Include and comment on any “Exceptional Contributions” or any “Areas for Improvements.”
- F. For any “Requires Improvement” rating there shall be a remediation plan or suggestions provided by the supervisor for the area evaluated.
- G. The evaluation shall be approved by the appropriate vice president, president, or vice chancellor then provided to District Human Resources.

The Chancellor’s direct reports’, including the vice chancellors and college presidents, evaluations shall be handled solely by the Chancellor.

- H. District Human Resources will monitor and report on the status of all evaluations.

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