

Procedure 5.0602

Evaluations Procedure

The evaluation of personnel is designed and developed to promote fairness and equity of performance appraisal and enhance mutual trust and open communication, to provide information relevant to reappointment and salary adjustments, and to demonstrate the College's accountability to the citizens of the BCCC service area, the Board of Trustees, and external agencies.

Performance evaluations are performed on full-time Staff, permanent part-time staff, full-time faculty and part-time faculty. Regular part-time staff are evaluated on an as needed basis at the discretion of the supervisor and/or the supervising vice president.

Direct reports of the president submit an evaluation of the president to the chair of the Board of Trustees. The performance evaluation of the president of the College is conducted by the Board of Trustees using an instrument determined by the Board and in accordance with [State Board of Community Colleges Code 1C SBCCC 300.98](#).

Components of Performance Evaluations

Performance evaluations consist of three major components: (i) a performance plan created by the supervisor, (ii) employee self-evaluation based on the performance plan, and (iii) supervisor evaluation of the employee based on the performance plan, and (iv) evaluation of the supervisor by the employee. Faculty are also evaluated by students. The performance plan includes performance factors for evaluation that are specific to the position as well as goals and objectives created by the supervisor. Performance factors are rated on a scale that includes Excellent, Very Good, Satisfactory, Needs Improvement or Unsatisfactory.

Schedule of Performance Review Steps

The performance review steps for full-time staff, permanent part-time staff, and full-time faculty occur on or around the following schedule every year with variations to be expected based on holidays, the academic calendar, etc. Part-time faculty and regular part-time staff are evaluated on a schedule based on the supervisor's discretion and the needs of the College.

Step	Open Date <i>On or about</i>	Due Date <i>On or about</i>
Supervisor Creates Performance Plan	November 3	December 15
Employee Acknowledges Performance Plan	November 3	December 15
Self-Evaluation	January 1	January 31
Supervisor Evaluation and Meeting	February 1	February 28
Employee Acknowledgement of Supervisor Evaluation	March 1	March 31
Supervisor Acknowledgement of Supervisor Evaluation	March 1	April 4

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Second Level Supervisor Acknowledgement of Completed Evaluation	March 1	April 4
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Faculty Evaluation

The appropriate academic dean or lead instructor completes a performance evaluation annually. The results are reviewed with the faculty member by the dean or lead instructor and shared with the vice president of academic affairs. Conferences are held periodically with faculty members to assist in improving instructional techniques, to evaluate the success of instructional methods, and to provide an effective learning environment for students.

Full-time faculty and part-time faculty (“adjunct faculty”) are evaluated on the following performance factors:

- Instruction
- Technology
- Student Teacher Relations
- Advisory Role
- Organization/Time Management
- Competency in Subject Matter
- Working with Others
- Oral/Written Communications
- Initiative
- Adaptability
- Attendance
- Professionalism
- Service to the College and Community
- Safety
- Supervisory Effectiveness (if applicable)

Full-time faculty, part-time faculty, and continuing education instructors are also evaluated by students as detailed in the [Course-Instructor Evaluations Procedure](#).

Staff Evaluation

Each staff member’s performance is evaluated periodically throughout the year by their supervisor. Conferences are held periodically with staff members to assist in improving procedures, working relationships, efficiencies in their department or any issues that may arise. The results are reviewed with the staff member by their supervisor and also shared with the next level supervisor.

Staff are evaluated on the following performance factors:

- Quantity

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- Quality
- Organization/Time Management
- Job Knowledge
- Technology
- Working with Others
- Oral/Written Communication
- Initiative
- Adaptability
- Attendance
- Professionalism
- Service to the College and Community
- Safety
- Supervisory Effectiveness (if applicable)

Role of the Personnel Evaluation Systems Committee

The Personnel Evaluation Systems Committee is responsible for reviewing performance evaluation instruments and making recommendations to Senior Staff for implementation.

Implementation

The College utilizes an electronic evaluation system to conduct performance evaluations for full-time staff, permanent part-time staff, and full-time faculty. Supervisor evaluations and evaluations for all other employees are conducted using paper forms.

References

Legal References: *State Board of Community Colleges Code 1C SBCCC 300.98*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

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History

Leadership Council Review/Approval Dates: *Enter date(s) here*

Senior Staff Review/Approval Dates: *2/13/18 (electronic vote)*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

