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 a supervisor evaluation of the employee based on their performance plan. 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 Meets Expectations, Does Not Meet Expectations, or Not Applicable.

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	**Due Date** *On or about*
Annual Goal Setting for subsequent year	April 30
Annual Performance Evaluation	March 31

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
- Student Teacher Relations
- Competency in Subject Matter
- Professionalism
- Service to the College and Community
- Supervisory Effectiveness (if applicable)
- Position Specific Factors
- Goals
- Professional Development

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:

- Quality of Work
- Organization/Time Management
- Job Knowledge
- Working with Others
- Professionalism
- Service to the College and Community
- Supervisory Effectiveness (if applicable)
- Position Specific Factors
- Goals
- Professional Development

Goals

Goals will be set annually for faculty and staff as a part of this process. If a faculty or

staff member fail to meet their set goals for the year this may result in an improvement plan.

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 performance evaluation and goal setting forms will be housed on the college's forms page on SharePoint.

References

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

Cross References:

History

Leadership Council Review/Approval Dates: *12/14/18*

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*