

APPRAISALS AND EVALUATIONS

Located in the Policies and Procedures Manual, Forty-Second Revision

CHAPTER IV - PERSONNEL

Section 5

Appraisal Schedules

Probationary Appraisals

For Newly Appointed Employees:

- 1-yr appt anniversary for administrative/professional employees

- 1-yr appt anniversary for faculty

- 6-month appt anniversary for classified staff employees

For Newly Promoted Employees:

- 6-month promotion anniversary

Annual/Recurring Appraisals/Reviews

For All Administrative/Professional and Classified Staff:

- On the annual anniversary of appointment to the position

- May be modified to every 3-years *

For All Faculty

- At 3-yr and 5-yr intervals

- According to Academic Affairs' Tenure/Tenure Track Guidance

Appraisal Processing

Probationary Appraisals

HR will send supervisors suspense notices when probationary appraisals are required. Supervisors should follow the instructions in the suspense notice; i.e., complete and administer the appraisal to the employee, draft a letter of recommendation, forward the appraisal and letter through the VP and on to HR who will submit to the president for final approval.

Annual/Recurring Appraisals

For classified, professional and administrative staff employees, immediate supervisors are responsible for administering, recording and record-keeping of annual and triennial appraisals as well as re-evaluations. *

For faculty employees, Academic Affairs guidelines for tenure/tenure track employees are available.

Administrative Staff Appraisals (Front Page Entries)

Appraisal of administrative staff employees entails the following:

- (a) Evaluation of performance compared to the job description.
Supervisors may request a current job description from HR

Employee and Supervisor will evaluate in the areas of:

(A) Knowledge and Proficiency

- (i) Quality, quantity and timeliness of efforts and results
- (ii) Understanding of higher education and state regents' current and long term initiatives
- (iii) Understanding of organizational structure and management

(B) Resource Utilization

- (i) Adherence to effective utilization of budget, facility, personnel and policy resources
- (ii) Problem solving, strategic improvement, skillful staff management, appropriate delegation of tasks

(C) Commitment to College's Mission, Vision, Goals and Objectives

- (i) Efforts and initiatives toward strategic improvement, event planning, support and attendance, community involvement, etc.
- (ii) Ambassadorial efforts on behalf of the College
- (iii) Personally involved and engaged with the campus and community

Professional Staff Appraisals (Front Page Entries)

Appraisal of professional staff employees entails the following:

- (a) Evaluation of performance compared to the job description.
Supervisors may request a current job description from HR

Employee and Supervisor will evaluate in the areas of:

(A) Knowledge and Proficiency

- (i) Supports and communicates goals and policies
- (ii) Expends effort commensurate with position needs
- (iii) Exercises fairness and reason and is impartial

(B) Resource Utilization

- (i) Plans, leads and facilitates programs' budgets and staffs
- (ii) Manages time to ensure accessibility
- (iii) Finds answers

(C) Commitment to College's Mission, Vision, Goals and Objectives

- (i) Professional attitude
- (ii) Accepts and follows through with commitments
- (iii) Involved with institutional activities

Classified Staff Appraisals (Front Page Entries)

Appraisal of classified staff employees entails the following:

- (a) Evaluation of performance compared to the job description.
Supervisors may request a current job description from HR

Employee and Supervisor will evaluate in the areas of :

(A) Knowledge and Proficiency

- (i) Produces an acceptable volume and quality of work
- (ii) Learns and adjusts to new assignments
- (iii) Presents facts and ideas

(B) Resource Utilization

- (i) Arrives and departs in compliance with designated schedule
- (ii) Works effectively with others
- (iii) Utilizes equipment and supplies safely and efficiently

(C) Commitment to College's Mission, Vision, Goals and Objectives

- (i) Eager, interested and cooperative
- (ii) Customer-service oriented
- (iii) Involved in campus activities

Administrative, Professional and Classified Staff Appraisals (Back Page Entries)

- (b) **Assignment of Ratings.** Both the employee and the supervisor participate in determining appropriate ratings of Meets, Needs Improvement and Does Not Meet, as appropriate. Differences should be explained. Supervisor ratings take precedence.
- (c) **Improvement and Strengths.** Identification and commendation of strengths reinforces those contributions most beneficial to the College. Defining areas for improvement and recommending professional assistance for improvement ensures a perpetuating opportunity for improvement, even for the most successful employees.
- (d) **Periodic Reassessment.** Following successful initial probation, annual and triennial reviews are available to provide comprehensive but flexible options to employees and supervisors. *

(e) Assistance and Support for Correction of Performance. ‘Needs Improvement’ ratings are monitored closely until performance meets minimum standards. Instances of ‘Does Not Meet’ ratings are closely monitored to ensure the best outcome for the employee and the College.

(1) ‘Needs Improvement’ Reviews – Ratings of Needs Improvement on any annual appraisal are reviewed at 90 days and re-evaluated at 6 months. Open communication and feedback between employee and supervisor are keys to sustained performance improvement. Immediate and lasting improvement is desirable since persistent ‘Needs Improvement’ ratings or those that cannot be improved upon may eventually lead to ‘Does Not Meet’ ratings.

(2) ‘Does Not Meet’ Reviews – ‘Does Not Meet’ ratings are concerning indicators, and as such, are re-evaluated every 30 days. Persistent ‘Does Not Meet’ ratings or those that cannot be overcome are eventually referred for corrective action, up to and including termination

Faculty Appraisals

Appraisal of faculty employees entails the following:

- (a) Evaluation of performance compared to the job description.
Supervisors may request a current job description from HR

Faculty employees submit input via Form 8 (Faculty Data Sheet) in the following areas:

(A) Professional Relationships

Communicates professionally/Supports colleagues

(B) Effective Instruction

Use of Syllabi/Communicates effectively with students

(C) Record Maintenance

Administrative withdrawals, grades, LMS, ADA processes

(D) Advisement

Service and office hours/Recruitment and retention of students

(E) Professional Development

Convocation/In-service/Self-directed training

(F) Service to the College and Community

Service on committees, support for and attendance at events

Faculty Appraisals (cont.)

Supervisors use the Form 8a (Faculty Performance Appraisal) to determine final evaluations as:

Meets Performance Levels

Needs Improvement

(f) Responsible Employees. Immediate supervisors are responsible for administering, recording, and record-keeping of annual and triennial appraisals as well as re-evaluations.

* Following three consecutive overall Fully Meets ratings, supervisors and ratees can opt for appraisals every three years rather than annually. Other rules may apply; contact HR for any questions about this option.

Forms Used:

Admin, Professional and Classified Staff Appraisals (in the Human Resources section of the Forms Handbook):

- Appraisal Form - [Appraisalform11-2 \(5\).pdf](#)
- Appraisal Review-Re-evaluation - [AppraisalReview-evaluation10_11 \(2\).pdf](#)

Faculty Appraisals (in Appraisal/Survey Forms section of the Forms Handbook):

- Faculty Data Sheet (AA-8) - [AA-8-Faculty-Self-Evaluation-Data-Sheet.pdf](#)
- Faculty Performance Appraisal (AA-8a) - [AA-8a-Faculty-Performance-Appraisal.pdf](#)

Other forms are used in the faculty appraisal process depending on which stage of the tenure/probation processes the faculty employee currently resides.