

Procedure 3.65 MANAGER PERFORMANCE EVALUATION PROCEDURE

A. ACADEMIC AND CLASSIFIED MANAGERS EVALUATION

1) The evaluatee's immediate supervisor is responsible for initiating and administering the evaluation process in accordance with these procedures.

2) When the immediate supervisor has been in this position for less than six (6) months prior to September 1:

a) He/she will not conduct the evaluation for a manager who had prior contracts (second contract or greater). The next level administrator with six (6) months or greater service will serve as evaluator.

b) He/she will serve as evaluator for new manager (first year contract) managers with new administrative assignments.

3) Participation in the evaluation process.

a) The evaluator may solicit input from persons who have direct knowledge of the managers' skills (e.g. can comment on the manager's performance standards or have worked with or observed the manager in committee work, meetings, staff contacts, student contacts, and public contact.) The College President at each campus shall seek input from the respective college Academic Senate prior to making any final recommendation to the Chancellor. The Chancellor shall seek input from the District Academic Senate prior to making final recommendations to the Board of Trustees.

b) Appropriate input from colleagues is to be encouraged in writing.

c) In gathering information from different sources, the evaluator will take care to detect and identify responses by persons who may be biased by factors other than honest appraisal of the evaluatee's performance.

d) The evaluator will only consider and report on information, which is directly related to specific criteria. A summary of information obtained and specific concerns or suggestions for improvement and a brief overall evaluation summary will be prepared by the evaluator and be included in the final evaluation document.

e) Peer evaluators are not required to sign the peer evaluation forms. If the peer evaluators do not sign the evaluation form, then they must sign the envelope enclosing the unsigned form in order to participate in the evaluation process.

4) Evaluation Criteria

a) No later than April 15th, the evaluatee and supervisor will identify performance standards based on the District-wide Strategic Directions and College-specific goals. For a first year administrator, this process will start within two months of hiring. The supervisor, in consultation with the evaluatee, will identify performance standards based on the District-wide Strategic

Directions and College-specific goals for that year and the criteria for determining completion and success.

- b) The evaluatee will submit to the supervisor by January 31st a written self assessment of progress towards the established performance standards, management skills, and overall performance.
- c) All input to the evaluation should be completed and submitted to the supervisor by January 31st. The summary evaluation conference by the supervisor to be discussed with the evaluatee is to be completed by February 28th of the evaluation year. The summary evaluation by the supervisor will contain a recommendation for extension or non-extension of the manager contract which is due to the Office of Human Resources by February 28th.
- d) All official evaluation documents will be placed in to the evaluatee's official personnel file.

5) The following scale will be used for evaluations:

(3) Exceeds Performance Expectations (Outstanding) Special Recognition: Employee demonstrated excellence in all areas of this performance factor through one of more specific and organizationally significant accomplishments during this Rating Period.

(2) Meets or Exceeds Performance Expectations (Standards for this Factor): Employee has demonstrated a clear understanding of and ability to perform consistently at or above, what is required for effective performance.

(1) Partially Meets Performance Expectations (Improvement Needed): Issues and/or challenges have demonstrated that the employee had difficulties in performing effectively in this factor during this Rating Period.

(0) Does Not Meet Performance Expectations (Unsatisfactory/Performance Deficiencies Continue): Serious performance deficiencies continued during this Rating Period, despite performance counseling and other corrective actions advised. Performance continually fails to meet acceptable standards. Follow-up disciplinary action may result. (Evaluation immediately precedes or is concurrent with disciplinary documentation).

(N/A) Not Applicable or Not Observed: Performance factor does not apply to this administrative position, or was not observed by this Evaluator during this Rating Period.

6) In cases of "Partially Meets Performance Expectations" and "Does Not Meet Performance Expectations", there will be:

- a) A corrective plan and timelines developed for improvement. The plan and timelines will be developed by the immediate supervisor and the evaluatee. The corrective plan will also include provision for a re-evaluation at the end of or during the corrective period.
- b) A future date, that is consistent with the contract terms, will be set by the evaluatee and supervisor to review the progress of the evaluatee. Except as in 6 (a), an Evaluatee with less than a satisfactory evaluation will have until the December following evaluation to work with his/her supervisor to demonstrate progress towards improvement. A progress report shall be written by

the immediate Supervisor and shall be placed with the appropriate signatures in the evaluatee's official personnel file.

- 7) Time period of evaluation.
 - a) Managers will be evaluated annually by February 28th prior to contract expiration.
 - b) An evaluatee with an unsatisfactory evaluation must demonstrate progress by December of the evaluation year (see 6(b)).
 - c) All evaluations are to be completed by February 28th of the appropriate year.
- 8) Confidentiality. The evaluation process is sensitive and confidential. It is expected that everyone involved in the manager evaluation maintain this confidentiality.
- 9) Board of Trustees. All evaluation information is advisory to the Board. While the Chancellor and the Board are obliged to carefully review the evaluation of an administrator before offering, extending or terminating his or her contract, it is the Board's right to terminate the contract of an administrator.

B. FORMS FOR MANAGERS EVALUATION

1. Timeline for Evaluators
2. Manager Performance Evaluation Form
3. Self Assessment Evaluation Form
4. Peer/Staff Input Evaluation Feedback Process List
5. Peer/Staff Input Evaluation Form
6. Supervisor Recommendation and Signature Page
7. District-wide Strategic Directions Plan
8. Administrative Procedure 3.65 Administrators/Managers Performance Evaluation Procedure

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