

PERALTA COMMUNITY COLLEGE DISTRICT
Timeline for the 2018-2019 Management Performance Evaluations

The Management Performance Evaluation process includes participation of supervisors, peers, and staff whom the managers serve in their current assignment (or position).

Activity	Completion Date
1. Performance Evaluation process begins.	<i>July 1, 2018</i>
2. Improvement Plan issued to managers who were given a “Conditional Retention” recommendation during the 2017-2018 evaluation period.	<i>No later than July 31, 2018</i>
3. Managers and evaluators who are on the Comprehensive Evaluation Cycle mutually identify 20-25 individuals who will participate in the <i>Peer/Staff Evaluation Feedback Process</i> (<u>must include</u> Classified Senate & Academic Senate Presidents). Evaluators send forms to the identified individuals with a requested response date of October 31, 2018. For new managers hired between July-October 2018, the response date is March 15, 2019 .	<i>No later than October 1, 2018</i>
4. Conduct <i>Initial Conference</i> with employee to: <ul style="list-style-type: none"> • Establish goals and objectives and target dates for completion based on the District’s 2018-2019 Strategic Goals. • Complete Management Goals and Measurable Outcomes Matrix 	<i>No later than October 8, 2018</i>
5. <u><i>Peer/Staff Evaluation Feedback Forms Due to Supervisors</i></u> Please note that only those managers who are new hires, or were appointed to a new position (both regular and interim managers) on, or after March 2017, or were not evaluated in 2017-2018, will be required to participate in the Peer/Staff Input Feedback Evaluation process. All other managers, for the purpose of this evaluation period, who are on a 3-year comprehensive evaluation cycle, will not participate in this process. The Office of Human Resources & Employee Relations will provide to the College Presidents and Vice Chancellors a list of those managers who are required to participate in the Peer/Staff Evaluation process. <ul style="list-style-type: none"> • For College Presidents and District Management (who report directly to the Chancellor): Submit forms to Suzanne Kunkel, Executive Assistant. • For all other Academic and Classified Management at the Colleges and District: Submit forms to the Employee’s Evaluator. 	<i>October 31, 2018</i>
6. Performance Period ends for managers who received a “Conditional Retention” rating for 2017-2018 evaluation period.	<i>January 7, 2019</i>
7. Progress Report for employees on “Performance Improvement Plan” for 2017-2018 evaluation period due to Human Resources & Employee Relations with supervisors’ recommendations for retention or non-retention.	<i>January 22, 2019</i>
8. Vice Chancellor for Human Resources & Employee Relations reviews and forwards all recommendations for March 15 th Notices to the Chancellor.	<i>February 11, 2019</i>
9. Chancellor’s recommendations to the Board for non-renewal of contracts, if applicable.	<i>February 26, 2019</i>
10. Peer/Staff Evaluation Feedback Forms for new managers (both regular and interim) hired between July – October 2018 due to the Evaluatee’s Manager (refer to #5 above).	<i>March 15, 2019</i>
11. Employee completes and submits <i>Self-Assessment</i> using Form #2 Management Goals and Measurable Outcomes Matrix to supervising Manager.	<i>May 6 – May 10, 2019</i>
12. <u><i>Evaluation Review</i></u> conducted with Supervisor and Employee. The Evaluation Review will include the ratings and comments made by individuals selected from the Peer/Staff Feedback process who interact with the manager. The names of these individuals will not be disclosed to the Employee. <ul style="list-style-type: none"> • Supervisor and Employee will discuss: <ul style="list-style-type: none"> ▪ Self-Assessment ▪ Supervisor’s Evaluation ▪ Peer/Staff Feedback (if applicable) ▪ Performance Standards • <i>Note: If Employee’s overall rating is “Improvement Needed” or “Unsatisfactory/Performance Deficiencies Continue,” or “Conditional Retention,” a follow-up conference will be held to discuss a Performance Improvement Plan (PIP), which will be developed and reviewed with the employee during the conference, to be effective July 1, 2019</i> 	<i>No later than May 24, 2019</i>
13. Supervising Managers submit completed performance evaluation materials to Human Resources and Employee Relations.”	<i>No later than June 3, 2019</i>
14. Supervising Managers submit to Human Resources & Employee Relations Office brief “Evaluation Summaries” and recommendations for <i>Retention, Conditional Retention, or Non-Retention</i> for the Board of Trustees’ information	<i>No later than June 7, 2019</i>
15. The Chancellor makes contract renewal recommendations to the Board for those managers whose contracts expire June 30, 2019.	<i>June 11, 2019 Board Meeting</i>