

PERALTA COMMUNITY COLLEGE DISTRICT
Timeline for the 2019-2020 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, 2019</i>
2. Conduct <i>Initial Conference</i> with employee to: <ul style="list-style-type: none"> • Establish goals, objectives, and target dates for completion based on the District's 2019-2020 Strategic Goals & Institutional Objectives • Complete Management Goals and Measurable Outcomes Matrix 	<i>No later than July 15, 2019</i>
3. Improvement Plan issued to managers who were given a "Conditional Retention" recommendation during the 2018-2019 evaluation period.	<i>No later than July 31, 2019</i>
4. 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> (must include Classified Senate & Academic Senate Presidents). Evaluators send forms to the identified individuals with a requested response date of October 31, 2019. For new managers hired between July-October 2019, the response date is March 16, 2020 .	<i>No later than October 1, 2019</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 2019, or who were not evaluated in 2018-2019, 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 Managers who report directly to the Chancellor, submit forms to Suzanne Kunkel, Executive Assistant. • For all other Academic and Classified Managers at the Colleges and District, submit forms to the Employee's Evaluator. 	<i>October 31, 2019</i>
6. Performance period ends for managers who received a "Conditional Retention" rating for 2018-2019 evaluation period.	<i>January 7, 2020</i>
7. Progress Report for employees on "Performance Improvement Plan" for 2018-2019 evaluation period due to Human Resources & Employee Relations with supervisors' recommendations for retention or non-retention.	<i>January 22, 2020</i>
8. Recommendations for renewal or non-renewal of contracts are submitted to the Vice Chancellor for Human Resources and Employee Relations. Justification in support of non-renewal of contracts and a brief evaluation summary for contracts that are being renewed must also be submitted with all recommendations.	<i>February 10, 2020</i>
9. The Vice Chancellor for Human Resources & Employee Relations reviews and forwards all recommendations for March 15 th Notices to the Chancellor.	<i>February 11, 2020</i>
10. Chancellor's recommendations to the Board for renewal or non-renewal of contracts for managers whose contracts end on June 30, 2020.	<i>March 10, 2020 Board Meeting</i>
11. Peer/Staff Evaluation Feedback Forms for new managers (both regular and interim) hired between July – October 2019 due to the Evaluatee's Manager (refer to #5 above).	<i>March 16, 2020</i>
12. Employee completes and submits Management Goals and Measurable Outcomes Form #2 to supervising Manager.	<i>May 4 – May 8, 2020</i>
13. <u><i>Evaluation Review:</i></u> 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"> ▪ Completed Management Goals and Measurable Outcomes Form #2 ▪ Supervisor's Evaluation ▪ Peer/Staff Feedback, if applicable. The names of the individuals who participated in the peer/staff evaluation process will not be disclosed to the Employee. ▪ 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) to be effective July 1, 2020, which will be developed and reviewed with the employee during the conference.</i> 	<i>No later than May 22, 2020</i>
14. Supervising Managers submit completed performance evaluation materials to Human Resources and Employee Relations.	<i>No later than June 1, 2020</i>
15. The Chancellor submits Evaluation Summaries for all Managers to the Board of Trustees.	<i>June 9, 2020 Board Meeting</i>