

PERALTA COMMUNITY COLLEGE DISTRICT
Timeline for the 2021-2022 Management Performance Evaluations

Activity	Completion Date
<p>1. Evaluator schedules initial planning conference with the evaluatee to discuss expectations.</p> <ul style="list-style-type: none"> • Evaluator and evaluatee jointly establish evaluatee's goals and objectives with timelines and expected outcomes for FY 2021-2022, using <i>Management Goals and Measurable Outcomes Form #2</i>. The goals and objectives must be based on the PCCD Aligned Goals for 2019-2020, which remain unchanged for 2021-2022. • Evaluator reviews the evaluatee's job description and chooses between four to seven responsibilities to be evaluated for FY 2020-2021. Evaluator completes Column 1 of the <i>Position Responsibilities Form #1</i>. Column 2 of <i>Form #1</i> will be completed by the evaluator and discussed with the evaluatee during the performance review in May 2022. • Evaluator reviews with the evaluatee each area on the <i>Core Leadership Competencies Form #3</i>. 	No later than June 30, 2021
2. Performance Evaluation process begins.	July 1, 2021
3. <i>Performance Improvement Plan</i> (PIP) is issued to evaluatees who were given a <i>Conditional Retention</i> recommendation during the FY 2020-2021 evaluation period.	No later than July 30, 2021
<p>4. Evaluator and evaluatee mutually identify 20-25 individuals who will participate in the evaluatee's <i>Peer/Staff Evaluation Feedback</i> process. Evaluator send forms to the identified individuals with a requested response date of October 29, 2021.</p> <p>Please note that only managers who are new hires, or were appointed to a new position (both regular and interim managers) on or after March 2021, or were not evaluated in 2020-2021, 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 three-year comprehensive evaluation cycle, will not participate in this process.</p> <p>The Office of Human Resources & Employee Relations will provide to the College Presidents and Vice Chancellors a list of managers who are required to participate in the Peer/Staff Evaluation process.</p> <p>For new managers hired between July-October 2021, the response date is March 14, 2022.</p>	No later than October 1, 2021
<p>5. <u><i>Peer/Staff Evaluation Feedback Forms Due to Supervisors</i></u></p> <ul style="list-style-type: none"> • For College Presidents and District Administrators who report directly to the Chancellor: Submit forms to Maisha Jameson, Executive Assistant. • For all other Academic and Classified Administrators at the Colleges and District: Submit forms to the evaluator. 	October 29, 2021

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6. Performance Period ends for managers who received a <i>Conditional Retention</i> rating for the FY 2020-2021 evaluation period.	January 7, 2022
7. Progress Report for employees on <i>Performance Improvement Plan</i> for FY 2020-2021 evaluation period due to Human Resources & Employee Relations with supervisors' recommendations for retention or non-retention.	January 21, 2022
8. Vice Chancellor for Human Resources & Employee Relations reviews and forwards all recommendations for the <i>March 15th Notices</i> to the Chancellor.	February 11, 2022
9. Chancellor makes recommendations to the Board for non-renewal of contracts, if applicable.	February 22, 2022
10. Chancellor makes contract renewal recommendations to the Board for managers whose contracts expire on June 30, 2022.	March 8, 2022
11. Peer/Staff Evaluation Feedback forms for new managers (both regular and interim) hired between July–October 2021 due to the evaluator (refer to #5 above).	March 14, 2022
12. Evaluatee completes and submits to evaluator a self-assessment of progress made on the goals and objectives established during the initial planning conference in June 2021 (<i>Management Goals and Measurable Outcomes Matrix Form #2</i>).	May 2 – May 6, 2022
13. Evaluator meets with evaluatee to discuss the following: <ul style="list-style-type: none"> ▪ Evaluatee's self-assessment of progress made on the established goals and objectives ▪ Evaluator's assessment of the evaluatee's position responsibilities (Complete Column 2 of the <i>Position Responsibilities Form #1</i>) ▪ Evaluator's assessment of the evaluatee's core leadership competencies (<i>Form #3</i>.) ▪ If applicable, responses received from peer and staff evaluators (<i>Form #7</i>). ▪ Evaluatee's overall performance rating and rationale ▪ Evaluator's recommendation (retention/conditional retention/non-retention) <p>Evaluator and evaluatee sign the following forms:</p> <ul style="list-style-type: none"> ▪ <i>Position Responsibilities Form #1</i> ▪ <i>Management Goals and Measurable Outcomes Form #2</i> ▪ <i>Core Leadership Competencies Form #3</i> ▪ <i>Overall Rating Form #4</i> ▪ <i>Signature Page Form #5</i> ▪ <i>Supervisor's Recommendation and Signature Page Form #6</i> 	No later than May 20, 2022
14. Evaluator submits completed performance evaluation forms to Human Resources and Employee Relations.	No later than May 25, 2022
15. Evaluator submits to Human Resources & Employee Relations Office a brief evaluation summary and recommendation for <i>Retention, Conditional Retention, or Non-Retention</i> for the evaluatee and for Board of Trustees' information.	No later than May 27, 2022