

## AMENDMENTS

### PROCEDURE FOR EVALUATION OF PROFESSIONAL STAFF

- 1.0** The College conducts regular evaluation of staff members. This procedure pertains to those staff who are not managerial or confidential employees or in classified service. The process of evaluation will vary according to the type of evaluation, with the staff member's employment status, and with the organizational reporting structure of the division and budget unit of which one is a part.
- 2.0** The responsibility for review of staff will, depending on the circumstances, be made in separate evaluations, recommendations or judgments by the following persons:

The immediate supervisor

The Director or Dean responsible for the unit

The responsible Vice President or Provost *seriatim*

The President

The Board of Trustees

#### 2.1 Types of Staff Evaluations.

Notification dates in the review process are based on timelines provided in the Master Agreement. The following are the basic steps in the review process. Details may vary by the action under consideration, and the outcomes at various stages in the review process.

#### TYPES OF STAFF EVALUATIONS

<b>Nature of the Review</b>	<b>Order/Stages of Review</b>	<b>Additional Steps in case of negative review at penultimate review level</b>	<b>Positive Recommendation To the Board of Trustees</b>
Annual evaluation for one year reappointment or multi-year reappointment beyond first of such	Immediate Supervisor Director, Dean	Provost or Vice President  President	Provost or Vice President to President
Evaluation for initial multi-year reappointment, reclassification, or promotion	Immediate Supervisor Director, Dean, Vice President/Provost Provost or Vice President	President	Provost or Vice President to President

**PHASES OF EVALUATION FOR STAFF EVALUATIONS PRIOR TO THE  
INITIAL MULTI-YEAR CONTRACT AND ALL REVIEWS NOT GOVERNED  
BY PRESIDENTIAL REVIEW**

Phase of Evaluation	Responsible Party
I. Notification of evaluation, including providing the staff member with a copy of the Policy and Procedure	Immediate supervisor
II. Provide staff member with copies of all contracts, unit goals, or other documents that outline the bases of his/her evaluation	Immediate supervisor
III. Preparation of Evaluation File	Staff member under review
IV. A thorough and timely review of the Evaluation File in light of standards for the position as defined in College policy.	Individuals at the various levels of review depending on the length of service of the candidate and type of appointment or personnel action requested
V. At each level of review except that of the President, the staff member being evaluated will receive a copy of the evaluation and may add a response within three business days of the transmittal of the written evaluation.	Affected staff member
IV. Recommendation to the Board of Trustees	President
V. Action on affirmative recommendations	Board of Trustees

**2.2** Except in the case of candidates for initial multi-year reappointment, positive renewal recommendations normally will cause the Provost or Divisional Vice President to communicate that recommendation to the President, who will make the recommendation to the Board of Trustees. Only a negative recommendation at the administrative level preceding the Provost or Divisional Vice President is forwarded to and reviewed by the Provost or Vice President to and reviewed by the President. The Provost or Divisional Vice President and the President retain the right to review any decision.

**2.3** Positive recommendations for initial multi-year reappointment, reclassification or promotion are made by the Provost or Vice President to the President, who will make a recommendation to the Board of Trustees.

### **3.0 Candidate's Responsibilities**

It is the responsibility of the staff member under review for one- or multi-year reappointment, reclassification or promotion, to demonstrate in an accurate and timely manner the extent and quality of one's performance in light of

- the general expectations of all State and College employees as noted in policy
- the goals and objectives outlined in policy by the Board of Trustees

- applicable goals and objectives established by the Provost or Vice President or the Budget Unit Head for the unit wherein one serves, and
- one's individual contract.

3.1 Performance is demonstrated through the preparation of a file of materials for consideration by the evaluating individuals. The file should include materials related to the performance of contractual responsibilities from the time of one's previous evaluation at the College, as detailed in 5.0 below.

#### **4.0 Levels and elements of review**

**4.1 The unit head or his/her designee will initiate the review process by a letter to the candidate which notifies the candidate of his/her responsibility to prepare a file and identifies those persons who will be reviewing the file.**

4.2. The immediate supervisor.

The immediate supervisor will review the evaluation file and will prepare a letter that notes the candidate's strengths and weaknesses relative to applicable expectations, goals, and objectives noted in 3.0 above and the responsibilities as outlined in the individual staff member's contract. This letter becomes part of the candidate's file as it advances through the review process.

4.3 The candidate may provide a letter of rebuttal to the supervisor's recommendation within three (3) business days after the supervisor recommendation's due date. The candidate's response letter also becomes part of the evaluation file.

4.4 The file will subsequently be reviewed by each of the levels of review noted above as applicable for one-year reappointment, for multi-year reappointment, for reclassification or promotion respectively.

4.5 The candidate may provide a letter of rebuttal to any recommendation in the sequence noted immediately above within three (3) business days after the recommendation. The candidate's letter also becomes part of the evaluation file.

4.6 In the situation where a Dean or Director's recommendation constitutes the last step of review, the recommendation will be forwarded to the President via the Provost or Vice President.

4.7 Provost or Vice President Level

In the situation where the Provost or Vice President is to make a formal recommendation to the President, the Provost or Vice President reviews the file and prepares a letter that summarizes the candidate's strengths and weaknesses relative to applicable considerations as above, and makes a recommendation regarding the action under consideration. The letter of the Provost or Vice President will be provided to the candidate and will become a part of the candidate's file as it advances through the review process. The candidate may provide a letter of rebuttal to the Provost or Vice

President within three (3) days after the due date of the Provost's or Vice President's letter. The candidate's response letter becomes part of the file.

#### 4.8 President's level.

All recommendations to the Board of Trustees are made by the President.

In situations in which the President is to make an evaluation before a recommendation to the Board of Trustees, the President reviews the file as appropriate. The President makes a recommendation to the Board of Trustees, and notifies the candidate of the recommendation. Wherein the President's best judgment such a recommendation is not warranted, the President notifies the candidate. A candidate who disagrees with the recommendation of the President may meet with the President within three days after the due date of the President's recommendation.

The President may, within twenty-four hours of any meeting as described above, make a revised recommendation and notify the candidate. The President then makes this recommendation to the Board of Trustees.

The Board of Trustees will review and act upon affirmative recommendations of the President in accordance with its procedures. Written notification will be sent to the candidate within one day of the Board's decision. The decision of the Board is final and may not be reconsidered, except as provided within the Master Agreement or law.

## 5.0 The Evaluation File

The evaluation file must be structured by the candidate in the manner outlined below. The focus should be on clarity and brevity; evidence rather than testimony; and accurate representations of one's achievements.

### 5.1 Part I: Required background information

5.1.1. Provision of applicable goals and objectives as established by the Board of Trustees, Provost or Vice President or Budget Unit Head for the unit wherein one is a staff member.

5.1.2 Official description of position responsibilities.

5.1.3 The appropriate file cover page (see attached from) as required by the College.

5.1.4 Current curriculum vitae or professional resume

5.1.5 Copies of evaluation letters at all appropriate levels of review, including rebuttal letters, since the staff member's employment at the College or, in the case of a multi-year reappointment, such letters from the most recent previous evaluation cycle, arranged chronologically with the most recent on top. Staff members seeking promotion should provide these documents from their most recent review.

Candidates for reclassification should provide current and proposed new responsibilities and, if appropriate, an organizational chart.

#### 5.2 Part II: Self-evaluation

Candidates will provide a statement of self-evaluation involving all the areas listed in policy and in 3.0 above. The self-evaluation statement will, in addition to explaining the details and significance of the staff member's record of professional achievement to date, set forth a clear and concise statement of goals and aspirations on each of the areas of primary consideration. Attention should also be paid to any pattern of concern in the previous evaluation(s).

#### 5.3 Part III: Additional evidence.

Candidates will provide appropriate documentary evidence to support the statements in the self evaluation. The type of evidence will vary according to the type of work involved, the audiences served, and the unit in which the candidate serves. In general the emphasis should be on documenting the *effectiveness* of one's efforts. Staff may ask their supervisors to solicit evidence of their performance from appropriate individuals inside or outside the college who are familiar with their work. In the case of candidates for multi-year contracts or renewals, the selection of these individuals will be arranged between the candidate and the supervisor in a manner consistent with the Master Agreement Appendix I, Section C.

Staff members may include other items at their discretion which demonstrate excellence in activities related to the evaluation criteria.

### 6.0 Time Frames

The College publishes a Personnel Actions Calendar annually indicating the dates of the principal steps in each evaluation cycle.

Consistent with the Statewide Master Agreement, typically staff in their first two years of service will have their reviews in the Winter in time for reappointment to be approved at the February Board of Trustees meeting; staff in their third, fourth, and fifth years of service including those eligible for initial multi-year appointment will undergo their reviews in the Fall in time for the December Board of Trustees meeting;; and those serving under multi-year contracts will have their reviews in the Spring of the year prior to the expiration of their contracts, in time for the May Board of Trustees meeting. These dates are approximate and subject to the annual meeting schedule of the Board of Trustees.