

AP 7150 Evaluation

Reference:

Accreditation Standard III.A.5 (formerly III.A.1.b)

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Faculty:

These evaluation procedures are covered in the faculty collective bargaining agreement.

Classified:

These evaluation procedures are covered in the classified collective bargaining agreement.

Management:

This evaluation procedure applies to the following classes of administrative and supervisory positions and any other classes that are created:

Vice President
Associate Vice President
Dean
Associate Dean
Director
Coordinator
Manager
Supervisor

Management employees will be evaluated annually or more frequently at the discretion of the District.

All managers will received a written performance evaluation from their supervisor on the Administrative Performance Review form on or about May 1 of each fiscal year, for the period of May 1 to April 30.

Goals and objectives are developed in collaboration with supervisor and employee.

The evaluation report will form the basis for recommending continued employment and recommending advancement on the salary schedule.

The Human Resources Department monitors the compliance of annual performance evaluations.

Approved by the Board of Trustees: _____