

AP 7150 Evaluation of Administrative Employees (Educational Administrators and Classified Administrators including Managers and Supervisors)

Evaluation of administrative employees (educational administrators and classified administrators including managers and supervisors) has as its primary purposes assessment of job performance and improvement of job performance as it relates to the duties and responsibilities of the position and the mission and goals of the District as outlined in the Educational Master Plan. This process is viewed as continuous and shall include where appropriate, input by faculty, classified staff, and peers.

The Superintendent/President may initiate an employee evaluation at any time. The scope and process for this evaluation shall be determined by the Superintendent/President.

This evaluation procedure applies to the following administrative and supervisory positions and any others management positions.

Vice Presidents
Deans
Directors
Managers
Supervisors/Coordinators

Performance Evaluations for Administrative Employees

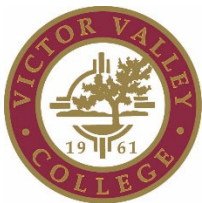
An evaluation of performance will be completed every year. The evaluatee will complete a self-assessment to include the planning and review of goals. The evaluator will complete an evaluation of performance report to include the assessment of the evaluatee's goals. Human Resources will administer the Peer Assessment Survey every third year.

The evaluation of performance shall include the following applicable components.

1. Appendix A: Summary of Administrative Employee Performance Evaluation (Annual)
2. Appendix B: Self-Assessment Evaluation of Performance for Administrative Employee other than Vice President (Annual)
3. Appendix C: Annual Planning and Review of Goals for Administrative Employee other than Vice President (Annual)
4. Appendix D: Self-assessment Evaluation of Performance for Vice President (Annual)
5. Appendix E: Administrative Evaluation of Performance Report (Annual)
6. Appendix F: Peer Assessment Survey (Every three years)

All appendices are located on the Human Resources webpage:

http://www.vvc.edu/offices/human_resources/forms.shtml



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and Classified Administrators including Managers and Supervisors)**

Peer Assessment

In implementing the peer assessment, the employee will submit to the supervisor a list of at least five peers who can provide feedback on the employee's performance. The list of peers will include faculty, classified staff and administrators. The immediate supervisor will acknowledge the list and provide at least five more names to be added to the list. The immediate supervisor will submit the complete list to Human Resources to administer the survey.

Final Evaluation Report

The employee's evaluation shall be coordinated and written by the immediate supervisor and requires the approval of the Superintendent/President or designee.

The evaluation report shall present a total impression of the employee's performance and shall be the basis for strengthening and improving the employee's performance. The evaluation report will form the basis for recommending continued employment.

The supervisor shall provide a copy of, review, and discuss the evaluation report with the employee. The employee shall have ten days to provide a response in writing to any material in the evaluation report. The evaluation and the employee's response, if applicable, shall be submitted to the Vice President of Human Resources by June 30th of each year in which an evaluation is being conducted.

In the event that a management employee is hired into a different management position, the employee will be treated as a new manager in regards to the performance evaluation process.

References:

ACCJC Accreditation Standard III.A.5.

The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented.

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