

HARTNELL COMMUNITY COLLEGE DISTRICT

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

References: Accreditation Standard 3.3

Evaluation of administrative employees (classified administrators, supervisors, and educational administrators) 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. This process is viewed as continuous and shall include where appropriate, input by faculty, classified staff, and peers.

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

Vice President
Assistant or Associate Vice President
Dean
Assistant Dean
Executive Director
Director
Manager
Supervisor

Six (6) Month Performance Appraisal for New Administrative Employees

During the first year of employment all new management employees will be evaluated no later than the end of the sixth (6th) month using the Administrator Performance Appraisal Form (Appendix F).

Annual Performance Evaluations for Administrative Employees

For new management employees a comprehensive, annual performance evaluation will be completed in each of the first two years. After the second year of employment a comprehensive, annual evaluation will be completed every three years (years 5, 8, etc.). However, goals and assessment of goals will occur every year of employment. The comprehensive performance evaluation shall include the following components (all appendices are available in the Office of Human Resources and Equal Employment Opportunity).

1. Summary of management employee performance evaluation (Appendix A)
2. Self evaluation of performance (see Appendix B)
3. Development of 3 goals for subsequent year (see Appendix C)
4. Co-worker assessment (see Appendix D)
5. Supervisor's evaluation of performance (see Appendix E)

In implementing the co-worker assessment, the employee will submit to the supervisor a list of not less than 10, but not more than 15 co-workers who can provide feedback on the

employee's performance. The list of co-workers will include faculty, classified staff, and peers. The immediate supervisor will approve the list and can make changes to the list.

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 and recommending advancement on the salary schedule.

The supervisor shall provide a copy of, review, and discuss the evaluation report with the employee. The evaluation is to be completed and submitted to the superintendent/president by June 30 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.

The employee's evaluation shall be coordinated and written by the immediate supervisor and requires the approval of the superintendent/president.

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.

See Board Policy 7150

Approved Superintendent/President: March 22, 2013

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