

EVALUATION PROCEDURES

State Board of Education policy requires that all College personnel be evaluated annually. (*See Appendix C for Annual Performance Evaluation for Faculty form and Appendix D for Annual Performance Evaluation for B, C1, C2, C3, E and H Personnel form.*)

Each employee will be given the opportunity to complete evaluation forms on administrative/immediate supervisory personnel within his/her chain of command. In addition, each employee will be given the opportunity annually to evaluate the College President's Cabinet and the quality of services rendered by the various areas of the College. The administration assures that it will protect the anonymity of all personnel completing internal assessments and surveys.

Faculty (Salary Schedule D)

Faculty evaluation procedures include student assessment, classroom observation (*See Appendix E for the Traditional & IITS Class Observation form and Appendix F for the Web-Based Class Observation Form*), faculty professional development plans (*Appendix G*), and assessment by the division chairperson and/or the appropriate Associate Dean (*Appendix C*) to provide a holistic approach to the evaluation process. Student assessment of instruction will be completed by all classes in the fall semester. Additionally, all new faculty will be subject to evaluation each semester of the first year of employment and any faculty member is subject to evaluation by students in any semester at the discretion of the appropriate Associate Dean. All instructors teaching IITS and Web courses will be evaluated by students each semester.

After the evaluation procedures for each faculty member are completed, the supervisor, in conjunction with the appropriate Associate Dean, will

- conduct an evaluation interview reviewing the evaluation packet;
- provide the employee with the opportunity to make any written comments and to sign the appropriate forms; and
- submit the evaluation packet to the appropriate College-wide Associate Dean.

The College-wide Associate Dean will review and sign the evaluation packet prior to placement in the employee's official personnel file.

Administrative Personnel (Salary Schedule A, B, and C)

Administrative personnel evaluation procedures will include evaluation of the employee by subordinates within his/her chain of command, professional development plans (*Appendix H*), and annual assessment by the employee's immediate supervisor (*Appendix D*) to provide a holistic approach to the evaluation process.

After the evaluation procedure is completed, the immediate supervisor will

- conduct an evaluation interview reviewing the evaluation packet;
- provide the employee with the opportunity to make any written comments and sign the appropriate forms; and

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- submit, if necessary, the evaluation packet to the appropriate college-wide supervisor.

The employee's completed evaluation packet will be placed in his/her official personnel file.

Support Personnel (Salary Schedule E and H)

Support personnel evaluation procedures will include an annual evaluation by the immediate supervisor. After the evaluation packet is complete, the supervisor will

- conduct an evaluation interview reviewing the evaluation packet;
- provide the employee with the opportunity to make any written comments and sign the appropriate forms; and
- submit the evaluation packet to the appropriate college-wide supervisor.

The college-wide supervisor will review the evaluation packet prior to placement in the employee's official personnel file.