

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.

Vice Presidents

Vice presidents shall have a comprehensive evaluation by the superintendent/president annually for the first two contract years, then every three years thereafter or more frequently as required by an employment contract or as considered appropriate by the superintendent/president. The superintendent/ president will also review the vice president's annual goals and have regular discussions about progress in meeting them. An evaluation may be completed at any time the superintendent/president considers such an evaluation would be appropriate.

The primary purpose of the performance evaluation process is effective communication between the superintendent/president and the vice president regarding the level of job performance and a mutual understanding of performance requirements and contributions.

Performance evaluations should indicate the areas in which the vice president is performing satisfactorily, where improvement is needed, and where the vice president has made unique and significant contributions to the district. Upon completion of the evaluation, the vice president will be given a written document setting forth the evaluation and will have the opportunity to meet with the superintendent/president to discuss the evaluation. Evaluations are to be completed before November 30. The following forms will be used for the evaluations:

Survey for Administrator Evaluation, electronically whenever possible

Administrator – Self Evaluation

Administrator Evaluation Form

The Department of Human Resources will administer the evaluation process. The list of people to be surveyed for an evaluation shall be discussed between the superintendent/president and the appropriate vice president. The final determination of those to be surveyed rests with the superintendent/president. The evaluation will become a permanent part of the vice president's personnel file to which the vice president may attach any comments that they consider appropriate.

Academic Administrators

For academic administrators, see the Academic Administrator Employee Working Conditions Manual, Chapter VI.

Classified Administrators

For classified administrators, see the Classified Administrator Employee Working Condition Manual, Chapter 6.

Full-time Faculty

For full-time faculty employees, see the District/Faculty Assembly Agreement, Article H.

Associate Faculty

For associate faculty employees, see the District/Associate Faculty Collective Bargaining Agreement, Article 9.

Classified Employees

For classified professional and classified confidential employees, see the Classified Senate Employees Working Condition Manual, Section K.

Also see BP/AP 2435 Evaluation of the Superintendent/President, AP 7145 Personnel Files, BP 7150 Evaluation.