All members of the administration, administrative support, teaching and non-teaching faculty, faculty support, and full-time classified staff shall be evaluated on their job performance in accordance with the College’s performance evaluation processes.

Procedure 644.1
Employee Evaluations

1. The evaluation process for members of the administration, administrative support, faculty support, non-teaching faculty, and full-time classified employees is found in the attached process entitled Performance Evaluation Process – Staff.

2. The evaluation process for teaching faculty is found in the attached process entitled Performance Evaluation Process – Full-Time Teaching Faculty.

Procedure 644.2
Associate Faculty

1. Instructional Managers will observe a minimum of one class for each associate faculty during the first two semesters of employment. He/She may visit additional classes as circumstances warrant.

2. The Instructional Manager selects at least one class each semester, in which student evaluation forms are distributed. A student will administer the evaluation and return the sealed envelope, as directed. The Instructional Manager will distribute evaluation results after receipt of final grades.

3. Individual instructional area managers may choose to use alternative student evaluation forms appropriate to their programs or disciplines (e.g., nursing).
Procedure 644.3
Performance Evaluation Process - Staff

Probationary Evaluation Process – Staff

The process is designed to provide feedback to employees on their performance, to seek ways to improve service, and effectively utilize the College’s most valuable resources, its employees. Each new staff member (to include non-teaching, full-time faculty) will serve a probationary period of twelve months of active employment following Governing Board approval. The probationary evaluation process consists of a six-month and a twelve-month evaluation.

During the employee’s first three months on the job, the supervisor is expected to:

1. Share the College’s mission, vision, values, and educational priorities with the employee;
2. Explain to the employee how the department’s priorities align with the College’s educational priorities;
3. Review the job description with the new employee;
4. Identify the priorities and expectations the supervisor has for the employee over the next three-month period;
5. Review departmental standard operating procedures covering work hours, lunch-breaks, attire, safety, problem resolution process, etc.
6. Share the Non-Faculty Discussion Guide—Three-Month Probationary Evaluation with the employee as well as the probationary employee evaluation document; ensure the employee understands the forms, rating standards and positive behaviors related to each rating.

The supervisor may use the Non-Faculty New Employee Checklist to complete the above requirements.

Six and Twelve - Month Evaluation - Staff

1. Human Resources Office notifies the appropriate supervisor(s) when an employee is due for an evaluation at least one month prior to the end of the employee’s first six and twelve months of active employment. Along with the notice will be information regarding which forms to use for the evaluation and where the forms can be accessed.

2. Supervisor receives notification and:
   a. Schedules a time to meet with the employee to review the employee’s evaluation;
   b. Each probationary employee will prepare a report on activities, goals, objectives, professional development, unforeseen challenges and obstacles to success using
the Staff Discussion Guide. The completed form is to be submitted to the supervisor one month prior to the end of the probationary period.

c. Provides the employee with a copy of the signed evaluation form;
d. Forwards the original evaluation form to the Human Resources Office for review and placement in the official personnel file.

Note: The supervisor should contact the Human Resources Office at any time if there are any issues with an employee’s performance. The formal evaluation must be completed prior to an employee coming off probation.

Annual Evaluation Process—Staff

The process is designed to provide feedback to employees on their performance, to seek ways to improve service, and effectively utilize the College’s most valuable resources, its employees.

Annual Evaluation Process

1. Each staff member will prepare a report on activities, goals, objectives, professional development, unforeseen challenges and obstacles to success using the Staff Discussion Guide. The completed form is to be submitted to the supervisor by June 1;

2. Each staff member is encouraged to seek peer feedback on an informal basis and use the outcome for continuous improvement of performance;

3. The supervisor will schedule a meeting with the employee to review progress toward goals and identify professional development activities;

4. The supervisor will complete the Interim Performance Evaluation Form—Staff and submit it to the Human Resources Office by June 30.

Procedure 644.4
Performance Evaluation Process
Full-Time Teaching Faculty

Probationary Evaluation Process—Full-Time Teaching Faculty

The process for evaluating probationary full-time teaching faculty is designed to improve instruction, to enhance student learning, and to most effectively utilize the College’s most valuable instructional resource, its faculty. Each new full-time faculty member will serve a probationary period of two (2) academic years, or four (4) semesters, depending on the date of hire. To allow the new faculty member to focus on the teaching and learning process, service on College committees will not be required during the first year. The evaluation process for probationary faculty is a four-phase process with specific activities occurring during each of the first four semesters.
First Semester

1. Within the first eight weeks of the employment of a new faculty member, the Instructional Manager will:
   a. Schedule an initial meeting with the new faculty member to identify goals/activities, professional service, and professional development for the first year of employment.
   b. Review the evaluation process, potential outcomes of the process.

2. During the first semester of employment, the new faculty member must:
   a. Observe a minimum of two (2) other full-time faculty members, as assigned by the Instructional Manager, in their respective classrooms for one full class period.
   b. Document, in writing, the above referenced observations.
   c. Receive feedback from students in all sections of all courses utilizing the Student Feedback Form by the end of the fourth week of classes.
   d. Prepare a self-reflection document, including an assessment of progress toward meeting the faculty member’s goals and objectives in accordance with his/her teaching philosophy and teaching strategies.
   e. Create a portfolio that is to be submitted to the Instructional Manager and maintained in departmental files at the end of the semester, including:
      i. Course procedure sheets from all classes
      ii. Sample exams
      iii. Sample student assignments
      iv. All student evaluation and assessment documents
      v. Self-reflection document

3. The Instructional Manager will visit the faculty member’s classroom at least once (for one full class period or a minimum of one (1) hour of observation) and complete the College’s Classroom Observation and Visitation Checklist form to be reviewed with the faculty member;

4. Prior to the conclusion of the first semester, the Instructional Manager will schedule a meeting with the faculty member to review progress.

Second Semester

1. During the second semester of employment, the faculty member must:
   a. Observe four (4) other College activities such as Senate, Committee(s), etc.
   b. Document, in writing, the above referenced observations.
   c. Receive feedback from students through student evaluations conducted in all sections of all courses at mid-semester utilizing the College’s Student Feedback Form and other forms of classroom assessment.
   d. Review and update the self-reflection document.
   e. Update the portfolio that is to be submitted to the Instructional Manager at the end of the semester, including:
      i. Sample course procedure sheets
ii. Sample exams
iii. Sample student assignments
iv. All student evaluation and assessment documents
v. An updated self-reflection document
f. Participate in the formal evaluation process

2. The Instructional Manager will conduct a minimum of one (1) classroom observation utilizing the College’s Classroom Observation and Visitation Checklist form;

3. The Instructional Manager will conduct a formal evaluation of the faculty member using the College’s official evaluation instrument.

**Third Semester**

1. During the third semester of employment, the faculty member must:
   a. Serve on at least one (1) committee, as approved by the Instructional Manager.
   b. Receive feedback from students through student evaluations conducted in all sections of all courses at mid-semester utilizing the College’s Student Feedback Form and other forms of classroom assessment.
   c. Review and update the self-reflection document.
   d. Participate in a meeting with the Instructional Manager to check progress toward goals/activities, professional development, professional service, etc.
   e. Update the portfolio that is to be submitted to the Instructional Manager at the end of the semester, including:
      i. Sample course procedure sheets
      ii. Sample exams
      iii. Sample student assignments
      iv. All student evaluation and assessment documents
      v. An updated self-reflection document

2. The Instructional Manager:
   a. May conduct classroom observations; solicit feedback from students, colleagues, and others, through student evaluations, etc., as deemed appropriate.
   b. Will schedule a meeting with the new faculty member to provide feedback on progress.

**Fourth Semester**

1. During the fourth semester, the faculty member will continue all aspects of the third semester evaluation activities and the Instructional Manager will conduct a formal evaluation of the faculty member using the College’s official evaluation instrument.

Following completion of the four-semester evaluation process, the Instructional Manager will make a written recommendation on the probationary faculty member’s status to the appropriate
Dean. The Dean will forward the recommendation to the Human Resources Office for inclusion in the instructor’s personnel file. This recommendation may be to:

1. Continue probation; OR
2. Move to regular status; OR
3. Terminate employment.

**Interim and Comprehensive Evaluation Process - Full-time Teaching Faculty**

The process for evaluating full-time teaching faculty is designed to improve instruction, to enhance student learning, and to most effectively utilize the College’s most valuable instructional resource, its faculty. The regular full-time teaching faculty evaluation process consists of two phases. The first phase is an interim process conducted on an annual basis. The second phase is a comprehensive performance evaluation process conducted every fifth year or on a more frequent basis (not more than two years in a row) as determined by the supervisor and if approved by the evaluator’s supervisor.

**Interim Evaluation Process** (conducted annually)

1. All faculty members will prepare an annual report on activities, goals, objectives, professional service, professional development, unforeseen challenges and obstacles to success, to be submitted to the Instructional Manager by April 1;
2. Student evaluations will be conducted in a minimum of two (2) courses during each semester using the College’s Student Course Evaluation Form;
3. Faculty members are encouraged to seek peer feedback on an informal basis and use the outcomes for continuous improvement of instruction;
4. The Instructional Manager will complete the College’s official Full-Time Teaching Faculty Performance Evaluation Form prior to the end of the Spring semester.

**Comprehensive Evaluation Process** (conducted every fifth year or on a more frequent basis, but not more than two years in a row, as determined by the instructional manager and if approved by the evaluator’s supervisor). The comprehensive evaluation process consists of all steps contained in the interim process with the addition of the following step:

During both the fall and spring semesters, the instructional manager will conduct at least one classroom observation, complete the College’s Classroom Observation and Visitation Checklist Form, and review observations with the faculty member.