

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY PERSONNEL PERFORMANCE EVALUATIONS PROCEDURES	Procedure 4.03.01.01
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FACULTY AND STAFF

Administrative and Professional Staff (full-time)

- Performance is assessed annually during Spring Semester by the direct supervisor using the Administrative/Professional Performance Evaluation form.

Support Staff (full-time)

- Performance is assessed annually during Spring Semester by the direct supervisor using the Support Staff Performance Evaluation form.

Maintenance Staff (full-time)

- Performance is assessed annually during Spring Semester by the direct supervisor using the Maintenance Staff Performance Evaluation form.

Staff (part-time)

- Performance is assessed by the direct supervisor annually during the Spring Semester following the completion of the first year of employment. The will be the appropriate form relative to the position – either the Administrative/Professional Performance Evaluation form, the Support Staff performance Evaluation form, or the Maintenance Staff Performance Evaluation form.

Curriculum and Occupational Faculty (full-time)

- Curriculum faculty performance is assessed each semester through student opinion surveys. The results are given to the curriculum faculty member and the division dean.
- Performance is assessed each Spring Semester by the division dean or director using the ~~Continuous Improvement Plan for Faculty~~ **Curriculum Instructor Evaluation or Curriculum Coordinator Chair Evaluation** format.

Curriculum Faculty (part-time/adjunct)

- Performance is assessed each semester through student opinion surveys. The results are given to the curriculum faculty member and the division dean.
- Performance is assessed by the direct supervisor.
- In some curricular programs external, specialized accreditation, certification or approval boards may require the program coordinator annually assess faculty in the program. This completed and signed evaluation will then be forwarded to the dean/director of the institutional area. This evaluation is reviewed prior to the dean/director's evaluation of each curriculum faculty member during the completion of the Institutional Continuous Improvement Plan.

Probationary Employees

- New full-time employees shall be evaluated periodically during the twelve month probationary period.

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- Evaluations will be at conducted at least on a 30 day, 90 day, 180 day and 270 day basis. Evaluations may be conducted more frequently at the supervisor's discretion.

PERSONNEL FILE

- The completed, original Continuous Improvement Plans, Administrative/Professional Performance Evaluation forms, Support Staff Performance Evaluation forms, Maintenance Staff Performance Evaluation forms, and Job Coaching forms will be maintained in the employee's personnel file in the Office of Human Resources.
- An employee who objects to an evaluation that is placed in her/her personnel file may object pursuant to Policy 4.02.14 – Personnel Files.

Cross-Reference: 4.03.01 – Personnel Performance Evaluations
4.02.14 – Personnel Files

Adopted: October 2012

Revised: October 22, 2013
July 2015