

Title : Procedures for Full-Time Employee Evaluations  
Number :  
Approved :  
Last Reviewed:  
Reference :

4650.01  
09/10/26  
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### **Employee Evaluations:**

The primary purpose of employee evaluations shall be to promote employee career development potential and to increase the effectiveness of the employee to the District. Supervisors' employee evaluations shall be among the tools utilized to make decisions regarding retention and/or dismissal, transfer, and promotion.

Written evaluations shall normally be completed annually on or before April 1. Faculty evaluations will include a classroom observation or evaluation of online course materials, as appropriate. Deans, directors, or designated faculty will typically conduct annual classroom observations for new faculty for the first three years. After that, observations or evaluation of online course materials will occur at least once every three years or when there are concerns.

Evaluations shall identify noted strengths and areas suggested for improvement. Prior to filing the evaluation in the District personnel file, the employee shall review the evaluation and have the opportunity to include written comments or observations. The employee, as well as the evaluator, shall sign and date the evaluation. A copy of the evaluation will be given to the employee and the original placed in his/her personnel file.

### **Student Surveys of Instruction:**

Student surveys of instruction shall be completed each semester within the appropriate time frame. Faculty will have access to student surveys of instruction upon submission of final grades.

### **Performance Improvement Plans:**

Faculty whose classroom supervisor observations, evaluations, and/or student surveys of instruction identify areas of concern may be required to participate in a performance improvement plan designed by the appropriate Dean or Director. Prior to being implemented, the improvement plan will be approved by the Vice President of Academic and Student Affairs or personnel designated by the Vice President of Academic and Student Affairs and reviewed by the Director of Human Resources.

Employees other than faculty whose supervisor evaluations identify areas of concern in performance may be required to participate in a performance improvement plan designed by the appropriate supervisor and with input from the employee. Prior to being implemented, the improvement plan will be approved by the Executive Vice President or personnel designated by the Executive Vice President.

When an improvement plan is required, failure of the employee to participate in the improvement plan will constitute grounds for non-renewal. Continuation of the identified deficiencies will also constitute grounds for non-renewal.

Prior to filing a performance improvement plan in the employee's personnel file, the employee shall review the plan and have the opportunity to include written comments or observations. A copy of the plan will be given to the employee.

