

3007. ADMINISTRATIVE REGULATIONS ON EVALUATION OF
MANAGEMENT TEAM PERSONNEL

3007.1 The Vice President, Human Resources, shall be responsible for administering this regulation.

3007.2 Definition

For the purpose of this policy, Management Team personnel includes administrators, managers, supervisors, and confidential employees.

3007.3 Purpose of Evaluation

The purpose of the Management Team evaluation is to acknowledge and improve individual performance in support of the District goals.

3007.4 Frequency of Evaluation

- A. Permanent and Contract Employees will be evaluated at least once every two years. The evaluation is on a 24-month calendar cycle and must be completed by January 31 following the second year.
- B. Probationary Classified Management Employees (employees governed by the Personnel Commission) will be evaluated prior to the end of the third, eighth, and eleventh month of initial service.

3007.5 Evaluation Criteria

Management evaluation will assess the following:

- A. The performance of duties as defined in the employee's job description.
- B. Overall management effectiveness as measured by such characteristics and criteria as leadership, teamwork, decision making, human relations, communication skills, technical skills, accountability, advancement of student learning outcomes and/or service unit outcomes, advancement of student and staff equity initiatives, and commitment to the College.

3007.6 Evaluation Process

- A. The Management Team's evaluation process for permanent and contract employees will include:

1. An assessment of the evaluatee's performance, the evaluatee's objectives action plan (as appropriate), an overall performance summary of the evaluatee, and an overall performance rating.
 2. An interview with the evaluatee to discuss the Management Performance Evaluation outcome.
 3. Forwarding the completed Management Performance Evaluation to the Vice President, Human Resources, who shall be responsible for maintaining appropriate files for management evaluations.
- B. The management evaluation process may also include the following:
1. The use of a management appraisal instrument by the supervisor which surveys an appropriate sample of campus and/or community members in assessing the evaluatee's performance. This appraisal instrument will be mandatory in the case of individuals who directly supervise faculty and will include input from faculty.
 2. An evaluative narrative prepared by the immediate supervisor and discussed with the evaluatee.
 3. A professional development plan.
 4. Appending of a rebuttal to the Management Performance Evaluation packet if requested by the evaluatee.
- C. The management team evaluation process for classified management probationary employees will include the following:
1. An evaluation of the evaluatee's performance, and an overall performance rating.
 2. In the eleventh month, the evaluation will include the evaluatee's objectives action plan and a recommendation by the supervisor regarding the evaluatee's permanency status.
 3. An interview with the evaluatee to discuss the Management Performance Evaluation outcome.
 4. Forwarding the Management Performance Evaluation to the Vice President, Human Resources, who shall be responsible for maintaining appropriate files for management evaluations.
- D. The management team evaluation process for classified probationary employees may also include the following:

1. The use of a management appraisal instrument by the supervisor which surveys an appropriate sample of campus and/or community members in assessing the evaluatee's performance.
2. An evaluative narrative prepared by the immediate supervisor and discussed with the evaluatee.

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