

ADMINISTRATIVE REGULATIONS
ON EVALUATION OF MANAGEMENT PERSONNEL

3007.

3007.1 The Administrative Dean, Human Resources, shall be responsible for administering this regulation.

3007.2 Definition

For the purpose of this policy, a manager is anyone assigned to Salary Schedule 8.

3007.3 Purpose of Evaluation

The purpose of management evaluation is twofold: to improve the performance of the management staff and to comply with State law.

3007.4 Frequency of Evaluation

Every manager will be evaluated at least once every two years. Evaluation will commence during the Fall semester and must be completed by March 1.

3007.5 Evaluation Criteria

Management evaluation will assess:

- A. The performance of duties as defined in the manager's job description.
- B. Overall management effectiveness as measured by such characteristics as leadership, human relations, communication skills, accountability, and commitment to the college.

3007.6 Process of Evaluation Procedure

The management evaluation process will include:

- A. The use of an evaluation committee with appropriate representation by those affected by the manager's performance, comprised of but not limited to the evaluatee, immediate supervisor, peer selected jointly by evaluatee and immediate supervisor and an employee selected by evaluatee.
- B. The use of a Management Appraisal Instrument by the committee to ascertain an appropriate sample of campus and/or community input where appropriate in assessing the manager's performance to be incorporated in the Final Evaluation Report.
- C. An interview between the committee members and the evaluatee to discuss the Final Evaluation Report.
- D. An evaluative narrative prepared by the immediate supervisor and discussed with the evaluatee.

- E. An appeal to the next level of supervision if the evaluatee disagrees with any part of the Final Evaluation Report and/or evaluative narrative.
- F. Appending of a rebuttal to the Final Evaluation Report and/or the evaluative narrative if either or both are unsatisfactory.
- G. Forwarding the Final Evaluation Report and the evaluative narrative to the Administrative Dean, Human Resources, who shall be responsible for maintaining appropriate files for management evaluations.