
Administrative Procedure
Chapter 7 – Human Resources

AP 7150 EMPLOYEE EVALUATIONS

Reference:

Accreditation Standard 3.3

The Vice President Human Resources, shall be responsible for administering this policy procedure.

Guiding Principles

1. All employees shall be evaluated systematically and at stated intervals.
2. Evaluations shall be based on written criteria that reflect performance expectations aligned with institutional goals.
3. The evaluation process shall assess effectiveness in fulfilling duties and encourage improvement through professional development.
4. Actions taken following evaluations shall be formal, timely, and documented.
5. Supervisors are responsible for conducting timely evaluations, providing meaningful feedback, supporting employee development, and documenting evaluations accurately.
6. Human Resources shall maintain evaluation records, provide evaluation forms and training, and ensure compliance with applicable rules, policies, and contracts.

Management Employees

Management employees, including executives, academic administrators, and classified administrators and managers, shall be evaluated in accordance with the Management Handbook and applicable Personnel Commission Rules.

Frequency:

Formal evaluations shall occur annually, with written evaluations and conferences completed by March 31 each year.

New classified managers shall also be evaluated within the second and fifth months of employment.

Process:

Management evaluations include self-evaluation, supervisor evaluation, peer feedback via Behavioral Rating Scales, and an evaluation conference. Goals aligned with District Strategic Plan objectives are established and reviewed annually.

Action(s) After Evaluation:

Evaluation results support salary step recommendations and professional development planning. Employees are notified of salary decisions by May 15.

Reconsiderations of process irregularities may be reviewed by a panel, with final decision by the Superintendent-President. Requests for reconsideration must be submitted, along with supporting evidence, to the Vice President, Human Resources no later than June 1.

Full-Time Faculty

Evaluation of full-time faculty is governed by the collective bargaining agreement between the District and the Long Beach City College Faculty Association (LBCCFA).

Frequency:

Probationary (non-tenured) faculty are evaluated annually.

Tenured faculty are evaluated at least once every three years.

Process:

Full-time faculty evaluations are a peer-driven process which includes classroom observations, student evaluations, peer reviews, administrative input, and self-evaluations. The process conforms to the committee structures, timelines, forms, and formats as described in the LBCCFA collective bargaining agreement.

Action(s) After Evaluation:

Per the collective bargaining agreement, Improvement Plans are required for "Needs Improvement" ratings. Formal Board of Review processes are initiated for "Unsatisfactory" evaluations.

The evaluation of full-time faculty shall conform to the LBCCFA collective bargaining agreement. This policy does not supersede or modify any rights or obligations established therein.

Adjunct Faculty

The evaluation of adjunct (part-time) faculty is governed by the collective bargaining agreement between the District and the Certificated Hourly Instructors (CHI) unit.

Frequency:

Initial evaluation occurs during the first semester of employment. Subsequent evaluations take place at least every six regular semesters or three years.

Process:

The adjunct evaluation process shall include observations, student evaluations, self-evaluations, and supervisor evaluation. The forms for evaluation agreed upon in the CHI collective bargaining agreement shall be used.

Action(s) After Evaluation:

Per the collective bargaining agreement, Improvement Plans for "Needs Improvement" ratings. "Unsatisfactory" evaluations result in ineligibility for future assignments.

The evaluation of adjunct faculty shall conform to the CHI collective bargaining agreement. This policy does not supersede or modify any rights or obligations established therein.

Classified Staff

Evaluation of classified employees is primarily governed by the collective bargaining agreement between the District and the Long Beach Council of Classified Employees (LBCCE/AFT).

Frequency:

Probationary employees evaluated at the second and fifth months.

Permanent employees evaluated annually, with possible biennial evaluations for long-term outstanding performers.

Process:

Classified staff shall be evaluated by May 1 each year. Staff members shall be evaluated by the manager who is responsible for assigning their work and schedule. The evaluation shall be delivered in a private conference, for which the employee shall receive advance notice. The written evaluation shall be based on the employee's job duties and the areas of performance agreed upon in collective bargaining agreement.

Action(s) After Evaluation:

Improvement plans may be implemented for "Needs Improvement" or "Unsatisfactory" ratings. Re-evaluation after improvement period may occur when applicable.

Where not otherwise addressed by the collective bargaining agreement, Personnel Commission Rules shall govern classified staff evaluations.

Confidential Classified Staff

Evaluation of confidential classified staff is governed by the Personnel Commission Rules.

Frequency:

Probationary confidential employees evaluated at the second and fifth months.

Permanent confidential employees evaluated annually by January 31.

Process:

Evaluations shall be delivered in a private conference, using prescribed evaluation forms, providing written feedback regarding strengths and areas for improvement. Improvement plans and follow-up reviews are required for any "Needs Improvement" or "Unsatisfactory" ratings.

Post-Evaluation Actions:

Employees may appeal procedural violations to the Personnel Commission.

Also see BP 7150 Employee Evaluations, the Personnel Commission's Laws/Rules and the collective bargaining agreements for applicable employee groups.

Approved: No dates

Revised: March 10, 1987 (AR 3007); December 14, 1993 (AR 3006); February 28, 2012 (AR 3007); July 9, 2025
(Replaces former LBCC ARs 3006 and 3007)