

#### **D.7.1.1 (Procedure) Employee Evaluations**

Responsible Department: Human Resources

Based on Board Policy: D.7.1 – Employee Evaluations

Approved: 4-28-09

Last Amended: 7-21-15

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In this procedure the term "department chairs" includes department chairs and equivalent positions.

#### **All Full-Time Employees and Adjunct Faculty**

For the following purposes, each supervisor employed by the College District shall conduct periodic performance evaluations ("evaluations") of all full-time employees and adjunct faculty under his/her supervision:

1. To provide information to individual employees concerning job performance and thus contributing to their professional growth and development.
2. To measure the performance of each employee in ways that help assure competent performance of job duties, reward extraordinary performance, and support progressive discipline in suitable cases.
3. To provide information for use in recommendations concerning other institutional personnel actions.

The Board of Trustees shall perform the annual evaluation of the District Director of Internal Audit.

Evaluations shall be performed according to the following schedule:

1. Department chairs shall perform evaluations of full-time non-tenured faculty members annually for the first five years of employment and of all other full-time faculty members once every two years, or more frequently as necessary for other reasons or as requested by the faculty member for such purposes as promotion and awards. Evaluations shall cover the period since the last evaluation was performed.
2. Deans shall perform evaluations of non-tenured department chairs annually for the first five years of employment, and of all other department chairs once every two years, or more frequently as necessary for other reasons or requested by the chair for such purposes as promotion and awards.
3. Supervisors shall perform evaluations of part-time adjunct faculty during at least one term of each academic year in which the part-time adjunct faculty serve.
4. Full-time faculty members shall perform evaluations of department chairs during the second year of every three-year term of service.
5. Supervisors of full-time non-faculty employees shall perform annual evaluations of those employees.

Persistent failure to perform evaluations according to the schedule in this procedure ("timely perform") for all full-time employees and adjunct faculty supervised may constitute grounds

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for progressive discipline for supervisors, whether faculty, classified or professional staff, or administrators of the colleges and district services. Each college President shall ensure that evaluations are timely performed for all full-time employees and adjunct faculty at his/her college, and each Vice Chancellor shall ensure that evaluations are timely performed for all full-time employees and adjunct faculty in his/her area of responsibility.

If an employee disagrees with an evaluation he/she may appeal it within the college to the President. Within district services evaluations may be appealed to the respective Vice Chancellor. Written employee rebuttals shall be attached to the evaluation and kept in the employee's personnel file.

#### **Faculty**

Performance evaluations provide a mechanism for faculty to regularly reassess professional performance and use such assessment as a basis for improvement of instruction.

Performance evaluations of faculty shall be based primarily on four factors:

1. Teaching: including instructional design, delivery, and assessment; class/course management
2. Scholarly/Creative Activities: including professional development; discovery/creative activities; dissemination
3. Service: including to the institution, profession, and the general public
4. Administration where applicable for academic leadership assignments

Specific graduate course work is required (see D.8.2.1) for most faculty who are working toward promotion. Research, especially pedagogical research and curriculum development, is also encouraged.

The –evaluation is aligned with the job description and shall be based on the following types of evidence: portfolio developed by faculty. The portfolio will be evaluated by peers and the department chair. Student surveys are part of the portfolio evaluation and shall be used primarily for the improvement of instruction.

College administrators shall use the performance evaluation to support improvement of instruction of all faculty and to make decisions on renewal of a Probationary faculty member and on promotion.

The Chancellor or designee shall ensure that guidelines for performance evaluations are implemented. Procedural guidelines involving staff and faculty evaluation, including the design of the evaluation model used in the process, shall be developed jointly by staff and faculty and the Human Resources department and submitted to the Chancellor for final approval.

Supervisors shall use the appropriate standardized form(s) for each evaluation.

Non-faculty evaluation forms and information on non-faculty evaluation training are available at <http://share.alamo.edu/hrorgdev/SitePages/Performance%20Appraisals.aspx>