

**I. Employee Development Plans and Evaluations**

An employee development and evaluation process has been established to ensure relevant feedback between faculty and staff and the respective supervisors. This evaluation procedure is designed and intended to offer suggestions for improvement and develop strategies for the attainment of specific goals or the revision of related processes.

All employees will be evaluated annually. Each year, every full-time employee will have a pre-evaluation conference with his/her supervisor. An outcome of this conference will be a development plan to evaluate the performance of the employee and to develop strategies for improvement. The Human Resources' Office will be responsible for coordinating and monitoring the evaluation process and may implement a timeline for the evaluation process.

Evaluations will be retained in the personnel file.

Supervisors may only use evaluation instruments that have been approved by the Personnel Office. The President may use a different evaluation instrument and procedures when evaluating employees reporting directly to the President; however, these employees shall be evaluated annually.

In addition to the above, all curriculum employees may be evaluated by students through course evaluations.

**II. President's Evaluation**

The Board of Trustees shall evaluate the President annually. The Board Chair will review the evaluation with the President prior to the written notification to the Chair of the State Board of Community Colleges. Prior to June 30th of each year, the Board Chair will notify, in writing, the State Board Chair that the President's evaluation has been completed. The process shall be confidential and an ongoing Board activity.

The President's evaluation will include, at a minimum, the following elements:

1. General administration;
2. Internal and external relationships;
3. Personal attributes;
4. Personnel administration;
5. Fiscal and facilities administration; and
6. Academic administration.

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Legal Reference: 1C SBCC 300.98

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