



AP 7150

New: April 18, 2007

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Revisions: 8/13/10; 6/28/11; 8/28/15

AP 7150 Evaluation

Reference:

Accreditation Standard III.A.5

The District assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The District establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

Management/Administrator Evaluations

A. Contract Period

Educational and Classified Administrators appointment or contract shall be in accordance with Education Code section 72411 and 72411.5. Each administrator serves at the discretion of the Board of Trustees upon the recommendation of the Superintendent/President. Removal from an administrative position could result in reassignment to a non-administrative position. Seniority rights and/or retreat rights for educational administrators will be in accordance with Board policy as agreed to with the Academic Senate.

B. Performance Evaluation of Administrators

Performance evaluation is a process whereby the effectiveness of the professional staff member is assessed in relation to the administrator's job description, college/department goals and objectives, Board of Trustees expectations and employee competencies, administrative procedures, and normally assigned job-related responsibilities.

The evaluation is designed to recognize achievement as well as to assist an administrator's self-improvement, growth, and increased effectiveness in the performance of their duties.

The evaluation shall consider, but not be limited to, the following competencies:

1. Performance of responsibilities as defined in the job description.
2. Degree of success in completing management objectives, taking into consideration the degree of difficulty inherent in the objectives, current fiscal climate, and other conditions of the district.

3. Professional growth.
4. Extent to which the Administrator's actions exemplify:
 - teamwork;
 - collaborative working relationships;
 - decision-making;
 - clear and effective written and verbal communication;
 - appropriate supervisory skills;
 - effective and efficient time and resources management;
 - Other activities and responsibilities.
5. Participation in community organizations and in the committees of the college;
 - unanticipated activities;
 - special assignments and projects;
 - budget management including contributions to cost effectiveness.

C. Specific Procedures (Timelines in Section F) not required for HR

Annual/Mid-Year Performance Conference and Bi-Annual Evaluation:

1. The administrator shall meet, as specified below, with the supervisor to review the administrator's job description. This meeting shall serve as the conference related to the previous periods (six month evaluations) performance, and as the opportunity to review jointly the progress on goals and objectives for the coming year. Some of those goals and objectives will be linked to the College Master/Strategic Plan, which should be reviewed by management employees. This meeting will be documented.
2. The administrator shall have a mid-year conference with the supervisor at which time the administrator's performance, including progress toward annual goals and objectives will be discussed and documented. The administrator shall bring to the conference any materials gathered in the process of self-evaluation and a draft of proposed new or amended goals and objectives. This conference should be scheduled no later than January 31.
3. In preparation for the bi-annual formal evaluation, the administrator shall prepare a self-evaluation based on an assessment of the success in all aspects of performance, and achievement in reaching goals and objectives, both personal and institutional. The administrator is encouraged to solicit reactions from persons supervised and those with whom there are job-related contacts.
4. For the bi-annual formal evaluation conference, the supervisor shall prepare an evaluation statement to which the administrator may add responses or additional relevant comments. Outstanding performances should be recognized. Job related work areas that require growth or that needs to be improved should be listed. The supervisor and administrator will identify procedures or programs to aid the administrator in reaching the desired performance levels. The final line in the statement shall read, "This employee's overall work is satisfactory or

unsatisfactory.” Two copies of each document are to be signed by each person. The combined document is the evaluation report.

5. The administrator shall keep one copy and the other copy will be submitted to the Vice President or Superintendent/President, as appropriate. The Vice President shall forward the evaluation to the Human Resources Office. The evaluation will be added to the personnel file when completed.
6. The Superintendent/President may conduct an additional conference with the administrator being evaluated, alone or together with either or both the supervising administrator and the appropriate Vice President, to review the procedures and the evaluation report.
7. Evaluation reports for administrators shall be placed in their personnel file. Negative evaluations shall include specific recommendations for improvement and provisions for assisting the administrator in implementing any recommendations made, including training or retraining.
8. An unsatisfactory evaluation of an administrator may result in suspension, reassignment, dismissal and/or voluntary resignation in lieu of dismissal.

D. Administrator Dismissal

1. The Board of Trustees may dismiss an administrator on recommendation of the Superintendent/President, in accordance with the provisions of the appropriate Education Code.
2. Action by the Board of Trustees to dismiss a management employee shall be preceded by the evaluation process incorporated herein regarding Performance Evaluation of Administrators.
3. The Superintendent/President has the responsibility of recommending dismissal of an administrator.

E. Additional Evaluations

Nothing in these procedures precludes the Supervisor or the Superintendent/President from requiring an evaluation at any time during the Administrators term of their employment contract. An evaluation conducted under this section will, at a minimum, utilize the procedures in section C.3 and C.4 above.

F. Administrative Employees Evaluation Procedures

This evaluation procedure is intended to be used only with the accompanying evaluation instrument. This procedure is not correlated with any previous evaluation process or instrument(s) used at the Mt. San Jacinto Community College District. This evaluation process is not to be used to evaluate the President/Superintendent.

- I. Evaluation Period:

Administrators shall be evaluated during their first year of employment and every two (2) years thereafter. *Supervisors retain the prerogative to conduct additional evaluations as they deem necessary.*

2. *Review of Professional Goals/Objectives for the Evaluation (Component A)*
The administrator being evaluated completes Component A, stating his/her personal goals/objectives for the evaluation period (page 1). The form requires the signature of the administrator being evaluated.
The supervisor reviews the administrator's goals/objectives for the evaluation period, approves or disapproves the goals/objectives and signs the form with comments (page 2), if necessary, in the comment box provided.
3. *Performance (Component B)*
The evaluating administrator completes the twelve (12) performance elements of the evaluation instrument, marking the box that most accurately describes the administrator's performance for that particular area. Do not mark between two assessment options. The evaluating administrator completing the evaluation may solicit input from employees under the supervision of the administrator being evaluated in developing the final evaluation.

Note: Specific comments are required for factors rated below satisfactory. If certain elements of the evaluation instrument are not relevant to the administrator being evaluated, leave that area blank or mark not applicable.
4. *Review Process (Component C)*
The evaluating administrator must meet with the administrator being evaluated to review the evaluation and the evaluatee's goals for the next evaluation period.
The administrator being evaluated is asked to sign this form following the evaluation review. The administrator's signature doesn't mean that he/she necessarily agrees with the evaluation, but merely that he/she has reviewed the evaluation with the supervisor. There is also an area for comments by the next-level supervisor if he/she wishes to comment.
5. *Goals/Objectives for the next Review Period*
After the evaluation is completed and the supervisor has reviewed the results with the employee, the administrator to be evaluated develops his/her professional goals/objectives for the next review period. These goals/objectives are reviewed and mutually agreed to by both the evaluatee and the evaluator. Signatures at the bottom of page are required.

Classified Evaluation

Reference: *CSEA Collective Bargaining Agreement*

Academic Evaluations

Reference: *CCTA/NEA Collective Bargaining Agreement*