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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Procedure Title: **Evaluation Procedure** **4.6.1**

Responsible
Division: Administrative Services

Date Approved: April 2000

FACULTY AND STAFF

Staff (full-time)

- Performance is assessed annually during Spring Semester by the direct supervisor using the Continuous Improvement Plan for Support Staff or the Continuous Improvement Plan for Administrative and Professional Staff.

Staff (part-time)

- Performance is assessed by the direct supervisor annually during the Fall Semester following the completion of the first year of employment. The format is the Continuous Improvement Plan for Support Staff (or Administrative/Professional Staff) as applicable.

Faculty (full-time)

- Performance is assessed each semester through student opinion surveys. The results are given to the faculty member and the director/dean.
- Performance is assessed each Spring Semester by the director/dean using the Continuous Improvement Plan for Faculty format.

Faculty (part-time/adjunct)

- Performance is assessed each semester through student opinion surveys. The results are given to the faculty member and the director/dean.
- Performance is assessed by the direct supervisor.

Probationary Employees

- New employees shall be evaluated periodically during the twelve month probationary period.

Records

- The completed, original Continuous Improvement Plans will be maintained in the employee's personnel file in the Office of Human Resources.

Appeals

- Refer to procedure [4.30.1](#)- "Material in the Personnel File."

COLLEGE PRESIDENT

The evaluation of the college President will be conducted annually by the Board of Trustees. The Chairman of the Board of Trustees will review the evaluation of the President's performance with the college President prior to the written notification to the State Board Chairman. The Board chairman will notify, in writing, the Chairman of the State Board of Community Colleges prior to June 30 of each year that such an evaluation has been completed. The process shall be confidential and an ongoing activity of the Board.

The evaluation of the President will include the following elements:

- a. General administration
- b. Internal and external relationships
- c. Personal attributes
- d. Personnel administration
- e. Fiscal and facilities administration
- f. Academic administration

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