

Section: GENERAL INFORMATION  
Subject: Performance Evaluation  
Number: HR 3225

I. Institutional Regulations

- A. The performance of each Regular employee shall be evaluated by his/her immediate supervisor and documented on the College performance appraisal form according to the following schedule:
1. Support Staff and Confidential Clerical employees – at the end of the 180 day probationary period, annually for the first two years of employment, and then every third year\* thereafter;
  2. Administrative/Professional employees with employment agreements – annually for the first two years of employment, and then every third year\* thereafter;
  3. Faculty and Administrative/Professional employees with continuing contracts – annually during the probationary period and every third year\* thereafter.

\*The tri-annual evaluation cycle shall be based on the alphabetical order of employees' last names. Employees shall be folded into the tri-annual cycle after they have completed their initial probationary/annual cycles:

A-G	Year One	(for evaluations due in 1999 and every 3 <sup>rd</sup> year thereafter)
H-O	Year Two	(for evaluations due in 2000 and every 3 <sup>rd</sup> year thereafter)
P-Z	Year Three	(for evaluations due in 2001 and every 3 <sup>rd</sup> year thereafter)

- B. Annual performance evaluation forms for Administrative/Professional and Faculty employees shall be due by March 31<sup>st</sup>. Annual performance evaluation forms for Support Staff and Confidential Clerical employees shall be due by May 31<sup>st</sup>.

II. Procedure

- A. The performance evaluation shall be documented on the appropriate College performance evaluation form. Forms are available for the following employee groups: faculty, support staff, and administrative/professional employees.
- B. The employee shall be asked to sign the completed evaluation form in order to indicate that the evaluation has been discussed with him or her. The employee may provide a written response to the evaluation.
- C. The completed evaluation form and written response, if any, shall be sent to Human Resources, through the appropriate supervisors for placement in the employee's personnel file. The employee shall be given a copy of the evaluation.
- D. Nothing in this procedure precludes more frequent performance evaluations in the event supervisors deem them necessary.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002