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**Administrative Regulation**  
Chapter 7 – Human Resources

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**AR 7150      EVALUATION**

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.

**Evaluation – Academic Management Personnel**

Review notices will be sent to all supervisors by Human Resources 30 days before the academic manager's evaluation date. Information on how to complete the evaluation form will be attached.

A self-evaluation shall be completed by each academic administrator/manager and submitted to their immediate supervisor for review and discussion. During the month of May, any faculty and/or staff members may provide written comments to an academic administrator/manager's evaluator. Written comments may be submitted to the evaluator.

The evaluator responsible for the area in which the academic administrator/manager is assigned shall conduct a full performance evaluation review of the administrator or managers at least once every three years. The person being evaluated has a right to respond in writing to his or her performance evaluation within 15 working days. A special evaluation may be conducted by a supervisor at any time.

**Procedure**

The Office of Human Resources will provide each academic administrator/manager with a management self-evaluation for completion between May 1 and June 30. The self-evaluation of performance shall be completed by the administrator or manager each year and shall be submitted to the assigned supervisor.

The assigned supervisor will acknowledge receipt of the manager's completed self-evaluation by signature and may set up an evaluation conference and formal performance review process. A formal review must be conducted at least once every three years. Submission of the Performance Evaluation Certification form is required in years that a full evaluation is not conducted. Any evaluation of a manager by their supervisor should be forwarded to the manager 24 hours before an evaluation conference.

At least once each year it is recommended that evaluators meet with the person they are supervising to provide an opportunity for mutual review of progress towards goals and expectations. The academic manager's advancement from one step to the next step on the salary schedule effective July 1<sup>st</sup> of each fiscal year shall be subject to the receipt of a performance review.

The supervisor shall meet with the academic manager to discuss the evaluation and obtain the academic manager's signature. If the academic manager refuses to sign the evaluation, the supervisor shall submit the evaluation to Human Resources along with a memo explaining why the signature was not obtained. The supervisor shall copy this memo along with the evaluation to the academic manager so the academic manager is aware the document will be filed in their personnel file.

Any "needs improvement" or "unsatisfactory" ratings require an improvement plan. The supervisor and the academic manager shall meet to develop the improvement plan which shall include a date to re-evaluate the academic manager, at the very least every 30 days. Documentation of the performance improvement plan is required. There shall be adequate time between the evaluations to address the improvements needed. The improvement plan must be attached to the performance evaluation at the time of submission to Human Resources.

If there is a change in supervision three months or less before a review is due, the new supervisor may extend the review time an additional three months to thoroughly review the academic manager. This procedure applies to permanent academic managers only.

**Procedure for Evaluating Probationary and Temporary Contract Faculty**

See Article 7-A, Evaluation of Probationary Faculty, of the District/Faculty Collective Bargaining Agreement.

**Procedure for Evaluating Tenured Faculty**

See Article 7-B, Evaluation of Tenured Faculty, of the District/Faculty Collective Bargaining Agreement.

**Procedure for Evaluating Hourly Faculty**

See Article 7-C, Evaluation of Part-Time Faculty, of the District/Faculty Collective Bargaining Agreement.

**Procedure for Evaluating Classified Administrators and Managers and Classified Confidential Employees**

See Merit Rule Chapter X, Rule 10.1.

**Reference:**

ACCJC Accreditation Standard 3.3

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