

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.26 Academic Supervisors: Evaluation  
**Revision Date:** 12/11  
**Policy Reference:** Accreditation Standard III.A.1.b

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1. The purposes of academic supervisor evaluations are to:
  - a. Recognize excellence.
  - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
  - c. Identify areas of performance needing improvement.
  - d. Identify areas for general management development training.
2. All employees in academic supervisory positions shall be evaluated annually by their immediate supervisor.
3. Within a three year period, each academic supervisor will undergo a comprehensive evaluation which may include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the Office of Human Resources.
5. An academic supervisor has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. An academic supervisor has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of academic supervisors are based upon the needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.