

BOARD POLICY
San Mateo County Community College District

Subject: Employee Evaluations

Revision Date:

Policy Reference: Accreditation Standard III.A.5

NOTE: This new policy combines BP 3.20 Evaluation of Faculty, BP 5.16 Managers: Evaluation, and BP 5.26 Academic Supervisors: Evaluation, BP 5.56 Classified Professional/Supervisory Employees: Evaluation, and BP 5.66 Confidential Employees: Evaluation

The following language is from BP 3.20 Evaluation of Faculty

The District Chancellor shall establish administrative procedures to address employee evaluations.

Evaluation of Faculty

1. The objectives of the evaluation of members of the faculty are:
 - a. To improve instruction and other educational services.
 - b. To evaluate individual performance as a basis for judgments regarding retention and non-retention.
2. The employee shall be evaluated to determine whether:
 - a. The employee possesses such knowledge of a specialized field as is required for the satisfactory performance of assigned duties including knowledge of the subject matters dealt with in the courses the instructor is assigned to teach.
 - b. The employee possesses the ability to apply the knowledge of a specialized field in the execution of assigned duties including, for instructors, the ability to teach effectively.
 - c. The employee in fact performs the duties assigned to him/her satisfactorily.
3. The procedures for evaluation of faculty shall be specified in the collective bargaining agreement between the District and the San Mateo Community College Federation of Teachers, Local 1493, as approved by the Board of Trustees.

The following language is from BP 5.16 Managers: Evaluation

Evaluation of Managers

1. The purposes of management 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 management positions shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which ~~may~~ shall 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. A manager 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. A manager has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of managers are based upon 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.

The following language is from BP 5.26 Academic Supervisors: Evaluation

Evaluation of Academic Supervisors

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 shall 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.

The following language is from BP 5.56 Classified Professional/Supervisory Employees: Evaluation

Evaluation of Classified Professional/Supervisory Employees

1. Classified professional/supervisory group members are evaluated using the same method and forms as are used for classified employees represented by collective bargaining agents in the District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of classified professional/supervisory employees shall be maintained by the Office of Human Resources.

The following language is from BP 5.66 Confidential Employees: Evaluation

Evaluation of Confidential Employees

1. Confidential employees are evaluated using the same method and forms that are used for classified employees represented by collective bargaining in this District. Appropriate adjustments to the classified evaluation process may be made.
2. Procedures for the evaluation of confidential employees shall be maintained by the Office of Human Resources.

Also see BP/AP 2435 Evaluation of the District Chancellor, BP/AP 7145 Personnel Files, AP 7150 Employee Evaluations, and the collective bargaining agreements for applicable employee groups.