

(A) Philosophy of evaluation.

Evaluations are conducted to:

- (1) Maintain high levels of individual performance.
- (2) Discover areas of skills and knowledge that need to be improved.
- (3) Provide feedback regarding personal and professional development activities aimed at improving individual performance.
- (4) Serve as a component of personnel decision making.

(B) Administrative and support staff.

- (1) An annual evaluation will be made of all administrative and support staff and regularly scheduled part-time employees.
- (2) The president will be evaluated by the board of trustees. All other employees will be evaluated by their immediate supervisor.
- (3) Once the evaluations are reviewed and signed by the supervisor and employee they shall be returned to the office of human resources and filed in the employee's personnel file.

(C) Instructional.

- (1) An annual evaluation will be made of all full-time instructional employees.
- (2) Part-time instructional employees will be evaluated according to the rank schedule and/or as needs arise.
- (3) Full- and part-time instructional employees will be evaluated by the appropriate dean or his/her designee. Other constituencies such as peer groups and students may contribute to the overall evaluation.
- (4) Evaluation will be reviewed by the supervisor and employee, signed by the individual evaluated as well as the evaluator, and returned to the office of human resources to be filed in the employee's personnel file. Evaluation forms are located on the college intranet and in the office of human resources.

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CERTIFIED ELECTRONICALLY

Certification

03/11/2015

Date

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