

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

EVALUATION OF JOB PERFORMANCE

BP 3-31

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REFERENCES:

ISSUED BY:

Joe D. May, System President

Policy Statement

It is the intent of the Board that students be provided with the highest quality of instruction and services and that all components of the System be managed with efficiency and integrity. To this end, the Board has established this policy on evaluation of job performance.

Scope

This policy applies to Regular Faculty, Contract Staff, and college and central System staff Administrators (other than presidents).

Job Duties and Responsibilities

Employees of the Board shall be notified of the duties and responsibilities of the position they hold.

Evaluation of Job Performance

The System president for central staff and the college presidents for their respective college staffs will develop procedures for conducting evaluations which will assess each employee's proficiency in performing the duties assigned. Such procedures shall meet the following guidelines:

- Employees will be informed concerning who will evaluate them.
- Evaluation shall include consideration of input from supervisors and subordinates.
- Student evaluation of instruction will be considered in the evaluation of teaching faculty.
- A formal evaluation conference shall be held at least once during each provisional contract. Thereafter, formal evaluation conferences shall be held on a regular basis. A written report of the conference will be provided to the employee.
- The employee shall have opportunity to respond to the formal evaluation report for the record.
- The college president will review an appeal by a faculty member of a formal evaluation report.

Procedures

The system president shall promulgate such procedures as may be needed to implement this policy.