

EMPLOYEE PERFORMANCE
EVALUATION

DLA
(LOCAL)

**Employee
Evaluations**

The College District will routinely evaluate the performance of all College District employees.

Purpose

The purpose of the employee performance evaluation will be to:

1. Raise the quality of instruction and educational service to the College District's students and citizens of the community.
2. Maintain the standards of excellence within the College District.
3. Foster an employee's professional growth and development.
4. Determine the employee's future employment with the College District.

Evaluation of employees will be a cooperative and continuing process with formal appraisal following established procedures.

College District administrators will evaluate every full-time employee on a job-related basis according to the terms of the evaluation instruments. Employees participate in the evaluation process by completing a self-evaluation. In addition to the self-evaluation, the employee has the option to submit comments if, in the employee's opinion, additional information pertinent to the evaluation is needed. Comments are included in the employee's formal personnel record with the evaluation.

Definitions

The following words or phrases, for the purpose of this policy, are defined as follows:

1. Annual review period will be from September 1 to August 31.
2. Increase is an increase in salary based on meeting or exceeding performance standards, consistent with the increase for all College District employees. This is generally processed annually but is contingent upon approval of funding by the Board.
3. Performance indicator is a key accomplishment that is linked to the College District's mission, core values, Master Plan and Strategic Goals.
4. Performance goal is a planned project or level of performance, the result of which is measured in terms of quality, quantity, and/or timeliness.

**Conditions for Salary
Adjustments and
Faculty Promotion**

The following eligibility requirements for Board-approved salary adjustments or faculty rank promotion will apply:

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1. Employees, including faculty members, with less than three months of service, as of August 31, will not be eligible to receive a salary increase.
2. Employees, including faculty members, who have received a Level 2 disciplinary warning during the annual review period will not be eligible for a salary increase.
3. Employees, including faculty members, who receive an overall performance appraisal rating of "Improvement Needed" will not be eligible for consideration for a salary increase or merit-based compensation.
4. Faculty members who are under an active Performance Improvement Plan (PIP), a Level 1, or Level 2 disciplinary warning in effect during the applicable faculty rank cycle will not be eligible for promotion through the College District's faculty rank process in accordance with the duration of the PIP or Level 1 or Level 2 disciplinary actions.
5. Faculty members who receive an overall performance appraisal rating of "Improvement Needed" in any of the two annual review periods preceding their rank application deadline will not be eligible for promotion through the faculty rank process.

**Full-Time Faculty
Evaluations**

For purposes of this policy, there are several types of evaluation for full-time faculty:

1. An annual performance appraisal by the Associate Dean/Director.
2. Class observation conducted on a rotating schedule.
3. Student surveys of instruction.
4. An initial and periodic peer review by the Council on Excellence.
5. Periodic administrative reviews.
6. Promotion through the faculty rank process by the Faculty Rank Ad-Hoc Committee.

Faculty Annual
Performance
Evaluation

The Annual Performance Appraisal by the Associate Dean/Director for full-time faculty will be according to the terms of established criteria and the Annual Performance Appraisal instrument.

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Council on
Excellence Peer
Review

Peer review by the Council on Excellence will be according to the established criteria and procedures. Council on Excellence will not be recommending faculty for promotion in rank, but the Council on Excellence's peer review of teaching excellence will be integral to the rank recommendations of the Faculty Rank Ad-Hoc Committee.

Faculty Rank Ad-
Hoc Committee
Review

Components of the review by the Faculty Rank Ad-Hoc Committee for full-time faculty will be according to the established criteria and procedures.

The Faculty Rank Ad-Hoc Committee is not a single at-large committee. The Faculty Rank Ad-Hoc Committee will be impaneled to review and recommend a faculty member's application for rank or rank promotion. The Faculty Rank Ad-Hoc Committee will have faculty participation with subject matter experts from the discipline or a closely aligned academic or professional field of the faculty member applicant, along with other administrative staff. After the documentation and eligibility for rank are verified, the Faculty Rank Ad-Hoc Committee will review and report their recommendations on whether or not a faculty member is to be recommended for a rank.

**Promotion of Faculty
Rank**

Full-time faculty who meet the rank eligibility criteria and are not disqualified from receiving Board-approved salary adjustments and faculty promotion (as those disqualifications are listed earlier in this policy) may elect to apply for rank promotion through the Faculty Rank process.

The primary areas of review for faculty rank promotion are:

1. Teaching Excellence.
2. Service and Engagement.
3. Professional Engagement through Scholarly, Industry, Professional and/or Artistic Works.
4. Student Support.

Detailed information regarding faculty evaluation, review, and rank promotion processes are in the College District's Faculty Handbook and at a designated website or intranet page.

**Adjunct Faculty
Evaluation**

An important element of the instructional program at the College District is the adjunct faculty.

In a continual effort to improve the quality of the instructional process, all adjunct faculty members will be evaluated on a periodic basis by the associate dean/director or other assigned academic personnel. Adjunct faculty members are employed on a semester-

to-semester basis, as need dictates, and renewal, if any, of that employment is based in part on past evaluations.

Components of the evaluation of adjunct faculty members will include student surveys of instruction, class observation forms, and a review of disciplinary forms, if any.

**Evaluation of Staff
and Administrators**

Annual written supervisory appraisals of the College District employees in staff, administrative, and leadership positions will also play a significant role in maintaining an excellent educational program. By promoting the growth and development of employees through acknowledging strengths and developing action plans for improving skills, the College District continually strives to meet and exceed its standards for excellence.

Components of the appraisal for full-time staff and administrators include the following items, which are measured/evaluated in relationship to accomplishment of objectives outlined in the College District-wide strategic plan:

1. Goals;
2. Achievements; and
3. Performance indicators, such as essential job functions and demonstration of core values.

**Recognition and
Merit Compensation**

Purpose

The College District recognizes that some employees perform at an exemplary level by either doing significantly more than what is normally expected of the position by working on special projects of major importance in addition to assigned duties and responsibilities, or by performing their regular duties at a level that far exceeds expectations over a sustained period of time. The use of merit and bonus awards is a positive way to inspire excellence in performance and an appropriate way to reward those employees who contribute beyond expectations.

General Guidelines

For purposes of this policy, merit awards generally fall into two categories:

1. non-recurring bonuses; and
2. other forms of recognition (such as days off, letters of commendation, plaques, etc.), which may be more appropriate in certain circumstances or for some employees.

Individual awards will not be construed as establishing automatic or mandatory increases for attainment of certain ratings on performance appraisals.

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Types of Merit Awards	A non-recurring bonus is a lump sum or cash-equivalent award granted on a one-time basis that does not alter the current base salary of the employee. The use of bonuses is appropriate for special recognition of exceptional performance on a project, activity, or initiative of major importance that reflects exemplary performance to the department or to the College District.
<i>Non-Recurring Bonus</i>	
<i>Other Forms of Recognition</i>	Other forms of recognition, such as days off, letters of commendation, plaques, etc., may also be used when appropriate to recognize performance that is deemed to be exemplary on a project, task, or initiative.
Conditions	Non-recurring bonuses and other forms of recognition are considered annually during the performance appraisal period. The total number of awards will be within the annual merit compensation budget.
Approval	Supporting documentation will be added to a written recommendation from the appropriate administrator with the rationale for the award. The recommendation will be forwarded for review/consideration up through the Leadership Team. Final approval rests with the District President, except in the case of a non-recurring bonus that exceeds five percent of an individual's annualized base salary. In that case, a non-recurring bonus must be submitted for consideration by the Board.
Effective Date	The effective date for a non-recurring bonus or merit award will be on the regular payroll following the final level of approval or another designated payroll date.
Complaints	Complaints related to an employee's overall rating or the box checked on an Annual Performance Appraisal are not allowed. However, an employee may file a complaint for any other reason as listed in DGBA(LOCAL). Such complaints will be handled through the complaint process outlined in DGBA(LOCAL).
Appeals	A faculty member may appeal against the denial of faculty rank through the established appeal process.