

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.35010 DR

EVALUATION OF EMPLOYEES

3.35010 DR

Reference:	3.05090	Employment of Special Contract Personnel
	3.10010	Non probationary Status for Faculty
	3.15040	Division Chairs
	3.25030	Employee Grievance
	3.25050	Personnel Files
	3.25100	Retirement

The officers and college presidents of the district will ensure that all employees are evaluated according to the following:

I. Administrators, Special Services Administrators and Officers

A. Purpose

1. The primary purpose of evaluation is the measurement of professional growth, effectiveness and compatibility with the district goals and objectives.
2. The evaluation will contribute to a recommendation for continued employment.

B. Frequency

Each administrator and officer will be evaluated in writing annually.

C. Time Schedule

1. Officers: The chancellor will complete the evaluation.
2. Administrators: The appropriate supervisor will complete and submit the evaluation report to the office of human resources.

D. Process

1. The evaluation of an administrator or officer will include a plan for professional growth and development and a list of performance objectives related to the responsibilities of the assignment developed by the evaluatee and the supervisor. The performance objectives and professional growth and development plan will be measurable, realistically obtainable, and reviewed annually for relevance by the evaluatee's supervisor.
2. The basis for evaluation will be measures of the performance of assigned responsibilities presented in writing to the evaluatee prior to the beginning of the evaluation period.
3. Any modification of the responsibilities will be developed in consultation with the evaluatee.
4. The evaluation report will be submitted on a standard MCC form for placement in the individual's personnel file.

E. Responsibility

1. The immediate supervisor will have the primary responsibility for evaluation.
2. The evaluatee will sign the report to verify that a review was made. This signature will not indicate that the evaluatee agrees with the report.
3. The evaluator's supervisor will review the report to ensure that the evaluation was conducted according to district regulations.
4. An appeal of the evaluation may be made to the evaluator's supervisor.

II. Faculty

A. Full Time Faculty

1. Purpose

- a. The purpose of evaluation is to identify strengths and weaknesses, share and discuss improvement of instructional or assignment techniques and encourage professional growth
- b. Evaluations during the probationary period will be a factor in the recommendation for further employment.

2. Frequency

- a. A probationary faculty member will be evaluated annually.
- b. A non probationary faculty member's performance will be reviewed biennially by a classroom or assignment site visitation and/or student evaluation. The faculty member will choose the method of evaluation. A comprehensive evaluation will be made every sixth year.
- c. Special contract faculty will be evaluated annually for six years. Beginning with the seventh year, performance will be reviewed annually by a classroom or assignment site visitation and/or student evaluation. The faculty member will choose the method of evaluation. A comprehensive evaluation will be made every fourth year.
- d. Additional evaluations may be made during the contract period with the approval of the appropriate dean.

3. Responsibility

- a. The appropriate dean will be responsible for the faculty evaluations.
- b. Failure of the evaluatee to participate in the evaluation process will be noted in the evaluation report.

4. Chair of the Evaluation Committee

- a. The chair of the evaluation committee for an instructional faculty member will be the division chair or a faculty member in the evaluatee's area of assignment.

- b. The chair of the evaluation committee for a non instructional support faculty member will normally be the division chair or a non probationary faculty member equivalent to a division chair. If neither of the above are available, the appropriate dean will select a non probationary instructional support faculty member as chair.

5. Committee

- a. The committee chair will select three non probationary faculty members in the discipline. If a sufficient number of non probationary faculty is not available at the evaluatee's college, non probationary faculty in the discipline at other colleges will be selected. If a vacancy still exists, a non probationary faculty member in a related discipline at the evaluatee's college will serve.
- b. The evaluatee may select one additional full time faculty member.
- c. The committee chair or the evaluatee may invite a person external to MCC to assist in the performance review.

6. Process for Probationary Faculty

- a. The committee will review:
 - (1) Available past evaluations and the recommended professional development plan.
 - (2) A written self-evaluation which will include evidence of effective performance; awareness of the philosophy, mission, and goals of the district; commitment to professional growth; and commitment to the growth and development of the district demonstrated by participation on committees.
 - (3) An annual written report prepared by a committee member in the discipline, selected by the appropriate dean, the evaluation committee chair and the evaluatee. This report will be based on observation in the classroom or at the assignment site and reviews of any other position assignments. One or more classes or assignments may be observed. The evaluatee will be informed of the two week period during which observations will occur. The report will be submitted on a standard MCC form for classroom or assignment visitation.
 - (4) Written evaluations by peers, which may include full time support staff, if requested by the evaluatee or preferred by the committee.
 - (5) Student evaluations conducted on standard MCC forms.
 - (6) Other professional contributions to the college.
- b. The committee will meet with the evaluatee, discuss the evaluation materials, and recommend a professional development plan. The plan will cite strengths to be encouraged, concerns to be addressed, and specific deficiencies requiring remediation, and recommended activities to remediate each deficiency. This plan will be included in the evaluation report.

- c. If the evaluatee wishes to respond to the report, any response must be made in writing to the committee chair within five working days of its receipt.
- d. The committee chairperson will submit the written report, the evaluation materials and the response to the appropriate dean.
- e. If the dean does not agree with the committee, the dean will append a statement to the report detailing the areas of disagreement and copies will be sent to the faculty member and to the committee chair. Any response to the appended statement will be made to the dean within five working days of its receipt.
- f. The dean will forward the report, related materials and a recommendation on continued employment to the president.
- g. The president will make a recommendation on continued employment to the chancellor.
- h. The report, comments of the dean and/or the president, and any responses will be submitted to the office of human resources and placed in the individual's personnel file.
- i. If the evaluatee believes a violation of the regulation has occurred, a grievance may be initiated using the employee grievance policy.

7. Process for Non Probationary Faculty

- a. Biennially, non probationary faculty will choose one or more of the following methods for a performance review: observation in the classroom or at the assignment site and reviews of any other position assignments; student evaluation; or written evaluation by peers which may include support staff. The report on the classroom or assignment observation, or student evaluation will be submitted on the appropriate standard MCC form.
- b. Each sixth year the committee chair and the committee members will review:
 - (1) A written self-evaluation, which will include evidence of effective performance; awareness of the philosophy, mission and goals of the district; commitment to professional growth; and commitment to the growth and development of the district demonstrated by participation on committees.
 - (2) Performance reviews since the last comprehensive evaluation.
 - (3) Review of other professional contributions.
- c. The committee will meet with the evaluatee to discuss the evaluation materials.
- d. The chair will prepare a written report on a standard MCC form, which will be signed by the members of the committee and the evaluatee. The signature of the evaluatee will indicate only receipt, not agreement with, the report.

- e. If the evaluatee wishes to respond to the report, this response must be made in writing to the committee chair within five working days of its receipt.
- f. The committee chair will submit the written report, the evaluation materials and any response to the appropriate dean.
- g. If the dean does not agree with the committee, the dean will append a statement to the report detailing the areas of disagreement and copies will be sent to the faculty member and to the committee chair. Any response to the appended statement will be made to the dean within five working days of its receipt.
- h. The dean will forward the report and related materials to the president.
- i. The report, comments of the dean and/or the president, and any responses will be submitted to the office of human resources and placed in the individual's personnel file.
- j. A maximum of three comprehensive reports will be kept in this file.
- k. If the evaluatee believes a violation of the regulation has occurred a grievance may be initiated using the employee grievance policy.

8. Process for Special Contract Faculty

- a. The committee will review:
 - (1) Available past evaluations and the recommended professional development plan.
 - (2) A written self evaluation which will include evidence of effective performance; awareness of the philosophy, mission, and goals of the district; commitment to professional growth; and commitment to the growth and development of the district demonstrated by participation on committees.
 - (3) An annual written report prepared by a committee member in the discipline selected by the appropriate dean, the evaluation committee chair, and the evaluatee. This report will be based on observation in the classroom or at the assignment site and reviews of any position assignments. One or more classes or assignments may be observed. The evaluatee will be informed of the two week period during which observations will occur. The report will be submitted on a standard MCC form for classroom or assignment visitation.
 - (4) Written evaluations by peers, which may include full time support staff, if requested by the evaluatee or preferred by the committee.
 - (5) Student evaluations conducted on standard MCC forms.
 - (6) Other professional contributions to the college.

- b. The committee will meet with the evaluatee, discuss the evaluation materials, and recommend a professional development plan. The plan will cite strengths to be encouraged, concerns to be addressed, any specific deficiencies requiring remediation, and recommended activities to remediate each deficiency. This plan will be included in the evaluation report.
- c. If the evaluatee wishes to respond to the report, any response must be made in writing to the committee chair within five working days of its receipt.
- d. The committee chair will submit the written report, the evaluation materials and any responses to the appropriate dean.
- e. If the dean does not agree with the committee, the dean will append a statement to the report detailing the areas of disagreement and copies will be sent to the faculty member and to the committee chair. Any response to this evaluation by the evaluatee will be made within five working days of its receipt.
- f. The dean will forward the report, related materials and a recommendation on continued employment to the president.
- g. The president will make a recommendation on continued employment to the chancellor.
- h. The report, comments of the dean and/or the president, and any responses will be submitted to the office of human resources and placed in the individual's personnel file.
- i. In addition to the evaluations for the first six years, a maximum of the three most recent comprehensive reports will be kept in the individual's personnel file.
- j. If the evaluatee believes a violation of the regulation has occurred, a grievance may be initiated using the employee grievance policy.

B. Part-Time Faculty

1. Purpose

The purpose of evaluation is to identify strengths and weaknesses in the performance of duties.

2. Frequency

- a. Part-time faculty will be evaluated during each of the first two semesters of employment. Thereafter, evaluation will be made during every fourth semester of assignment.
- b. Additional evaluations may be made with the approval of the appropriate dean.

3. Time Schedule

Evaluation will be completed by the end of the employment period.

4. Responsibility

The appropriate dean will be responsible for part-time faculty evaluations.

5. Process

- a. The division chair or a non probationary faculty member in an equivalent position will normally conduct the evaluation. With the approval of the appropriate dean, the chair may designate a non probationary faculty member in the discipline to perform this task.
- b. The evaluator will visit the classroom or assignment site and report the performance of the faculty member on a standard MCC form.
- c. Student evaluations, conducted according to approved district procedures on standard MCC forms, will be summarized in the report.
- d. The evaluator will review the classroom or site visitation and student evaluation reports with the evaluatee. If the evaluatee wishes to respond to the evaluation, any response must be made in writing to the evaluator within five working days of the review.
- e. The division chair will submit all related materials including any comments to the dean for review.
- f. The original materials will be retained by the dean. Remaining copies will be returned to the division chair who will provide a copy to the evaluatee.

III. Division Chair

This term refers to all individuals responsible for performing the functions of a division chair.

A. Purpose

The purpose of the evaluation is to recognize strengths and weaknesses, verify professional competence, and encourage growth in the performance of duties as division chair.

B. Frequency

Each year the performance of the functions as described in the division chair regulation will be evaluated.

C. Responsibility

1. The appropriate dean will be responsible for the division chair evaluations.
2. Full time faculty members in the division will participate in the evaluation process.

D. Chair of the Evaluation Committee

The appropriate dean will chair the evaluation committee.

E. Committee

The dean and the full time faculty members of the division will constitute the committee.

F. Process

1. The division chair will provide the dean with a self-evaluation of duties performed. The dean will solicit evaluation letters from the faculty in the division.
2. The dean will meet with the division to discuss the materials, meet with the evaluatee to discuss the performance as division chair and prepare a written report.
3. If the evaluatee wishes to respond to the report, a written response to the dean will be made within five working days of receipt.
4. Copies of the report including all related materials will be sent to the president and the evaluatee.
5. If the evaluatee believes a violation of the regulation has occurred, a grievance may be initiated using the employee grievance policy.

IV. Benefit Eligible Staff

A. Purpose

1. The purpose of evaluation is to identify strengths and weaknesses, discuss performance, and encourage growth in performance of duties. The performance evaluation will provide supporting evidence for each appraisal criterion. The evaluation will assist the supervisor in:
 - a. analyzing of the quality of the employee's work;
 - b. structuring assignments for the best advantage of the employee and the institution;
 - c. identifying training to improve performance;
 - d. ensuring the employee's awareness of the requirements of the position;
 - e. encouraging growth.
2. Performance evaluation reports will be utilized in decisions regarding transfer, promotion, or termination.

B. Frequency

1. Staff members will be evaluated at the end of the first, third, and sixth month of initial employment.
2. After completion of six months of employment, annual evaluations will occur during April and at other times deemed appropriate by the supervisor.

C. Responsibility

The evaluatee's immediate supervisor will be responsible for the evaluation.

D. Process

1. The office of human resources will provide a standard self-evaluation form containing guidelines. This self-evaluation is encouraged, but not required, and should be used by the evaluatee and evaluator to identify ways to improve job effectiveness.
2. the supervisor's evaluation will be made on the standard MCC form. Only those factors necessary for success in performing the duties of the position will be evaluated. A copy of the evaluation will be provided to the employee.
3. The supervisor will discuss the performance evaluation with the evaluatee.
4. If the evaluatee wishes to respond to the evaluation, the response must be made in writing to the supervisor within five working days of receipt.
5. The supervisor will submit any self-evaluation, the evaluation form, and any response to the office of human resources for placement in the individual's personnel file.
6. If the full time evaluatee believes a violation of the regulation has occurred, a grievance may be initiated using the employee grievance policy.

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