<u>3007</u>.   <u>ADMINISTRATIVE REGULATIONS ON EVALUATION OF
MANAGEMENT TEAM PERSONNEL</u>

<u>3007.1</u>   The Vice President, Human Resources, shall be responsible for administering this regulation.

<u>3007.2</u>   <u>Definition</u>

For the purpose of this policy, Management Team personnel includes administrators, managers, supervisors, and confidential employees.

<u>3007.3</u>   <u>Purpose of Evaluation</u>

The purpose of the Management Team evaluation is to acknowledge and improve individual performance in support of the District goals.

<u>3007.4</u>   <u>Frequency of Evaluation</u>

A.   Permanent and Contract Employees will be evaluated at least once every two years. The evaluation is on a 24-month calendar cycle and must be completed by January 31 following the second year.

B.   Probationary Classified Management Employees (employees governed by the Personnel Commission) will be evaluated prior to the end of the third, eighth, and eleventh month of initial service.

<u>3007.5</u>   <u>Evaluation Criteria</u>

Management evaluation will assess the following:

A.   The performance of duties as defined in the employee's job description.

B.   Overall management effectiveness as measured by such characteristics and criteria as leadership, teamwork, decision making, human relations, communication skills, technical skills, accountability, advancement of student learning outcomes and/or service unit outcomes, advancement of student and staff equity initiatives, and commitment to the College.

<u>3007.6</u>   <u>Evaluation Process</u>

A.   The Management Team's evaluation process for permanent and

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1. An assessment of the evaluee's performance, the evaluee's objectives action plan (as appropriate), an overall performance summary of the evaluee, and an overall performance rating.

2. An interview with the evaluee to discuss the Management Performance Evaluation outcome.

3. Forwarding the completed Management Performance Evaluation to

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1. The use of a management appraisal instrument by the supervisor which surveys an appropriate sample of campus and/or community members in assessing the evaluee's performance.

2. An evaluative narrative prepared by the immediate supervisor and discussed with the evaluee.

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