



## Board Policy 214 Confidential and Management Evaluation

Evaluation of Confidential and Management employees has as its primary purpose recognition and improvement of job performance as it relates to the mission of the District. This process is viewed as continuous and shall include, to the extent possible and where appropriate, input by faculty and peers.

A written evaluation report shall be completed annually for each confidential and management employee. See Appendix A of this Board Policy for the Report of Confidential/Management Evaluation form. The annual evaluation report shall present a total impression of the employee's technical and human relations competencies and shall include the following:

- a. A written self assessment, which shall include accomplishments for the current year and goals for the coming year;
- b. A current job description; and
- c. A written evaluation from the immediate supervisor.

The annual evaluation process shall include one or more of the following: results of surveys and interviews of students, faculty, peers, community members, or others, as well as commendations, and any other procedures as agreed upon by the employee and his/her supervisor.

At least once every three years, and before step increases at level 5, 6, or 7 of the Administrative Salary Schedule, faculty input shall be included in the evaluation of confidential and management staff whose assignment involves regular interaction with faculty. Faculty selected to participate in the process shall be selected from a list submitted by the President of the Academic Senate and who regularly interact with the administrator being evaluated. The supervising administrator shall inform the Academic Senate President regarding faculty selected to participate in this evaluation prior to the beginning of the process.

The evaluation process shall be jointly designed as outlined above by the employee and supervisor based upon observation of the employee's work in his/her assigned position.

The supervisor shall provide a copy of, review, and discuss the annual report with the employee. The evaluation is to be completed and submitted to the Chancellor by July 1 of each year.

The employee's evaluation shall be compiled and written by the immediate supervisor and requires the approval of the supervising dean and the Chancellor.

The Chancellor may initiate an employee evaluation at any time. The scope and process for this evaluation shall be determined by the Chancellor.

Board approval date: 6/28/94

WEST HILLS COMMUNITY COLLEGE DISTRICT
9900 Cody Street
Coalinga, CA 93210

- Administrative roles: Educational Administrator, Administrator, Confidential
Locations: West Hills College Coalinga, West Hills College Lemoore, North District Center, District Office

REPORT OF CONFIDENTIAL/MANAGEMENT STAFF EVALUATION

Name of Staff Member \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_

Evaluation Components (please attach):

Table with 2 columns: ANNUAL, THIRD YEAR. Rows include checkboxes for Self Assessment Including Goals and Accomplishments, Job Description, and Other.

Written Evaluation:

Supervising Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Chancellor \_\_\_\_\_ Date \_\_\_\_\_

Staff Member: I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand that my signature does not necessarily indicate agreement. I also understand that I have ten (10) working days to respond in writing to any derogatory material in this report and that my response will be attached to this report.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_