



Management Employees Evaluation Principles and Process

Principles

The goal of performance evaluation is to improve management effectiveness and promote continuous learning and development. Constructive feedback for management improvement should be clear and helpful to achieve that goal. If a management performance improvement plan is necessary, it should include specificity of area(s) for improvement, criteria for meeting satisfactory marks, a reasonable timeline, and any applicable supportive assistance to facilitate the management employee's performance improvement.

New management employees and management employees on a one-year contract shall receive notice in September from Human Resources to complete their management employee evaluation by December 31 of the academic year their contract is up for renewal and will receive Board action in February of the same academic year. Management employees who receive three-year contracts shall be evaluated every three (3) years, unless there are identified and documented deficiencies that the immediate manager deems it necessary to do so annually. Management employees with three (3) year contracts shall receive notice in July from Human Resources to complete their management employee evaluation by September 30 of the academic year their contract is up for renewal and will receive Board action in November. All management employee evaluations must be completed and received by Human Resources before placement on Board for action. No management employee contract will be signed by the president without a current management employee evaluation on file.

The evaluation process will consist of the Self-Evaluation completed with input from peers and/or direct reports together with goals and objectives. The peers and direct reports should include faculty and/or classified staff, management colleagues, and other individuals who can provide meaningful feedback as applicable to the management assignment.

Self-Evaluation

The self-evaluation process will include input from a peer evaluation process. There will be only one peer evaluation survey that is used for the manager's self-evaluation. For a management employee who has no direct reports, the management employee and their direct manager will mutually agree on a minimum of five (5) peers/faculty, staff, management colleagues, and/or other individuals who can provide meaningful feedback to survey. For a management employee who has direct reports, the management employee and their direct manager will mutually agree on a minimum of 5 + 50% of the number of direct reports not to exceed 15 unless the manager being evaluated chooses to survey more peers, faculty, staff, management colleagues, and/or other individuals who can provide meaningful feedback to survey. The peers and direct reports may provide feedback anonymously through the online Peer Direct Report Evaluation Form. Any areas marked as below satisfactory (a rating of 3 or 4) must contain comments on how to

improve, criteria for meeting satisfactory marks, and a reasonable timeline. The management employee will use the input to complete their Self-Evaluation and submit all data results with their self-evaluation to their manager. Additionally, the management employee should reflect on the progress made towards goals and objectives from the previous evaluation.

Management Evaluation of Management Employee

After the management employee submits their Self Evaluation to their manager, the manager will complete the Management Employee Evaluation Form. The manager will hold a meeting with the management employee to review the evaluation and set goals and objectives for the following evaluation period. This meeting should be held within a month of the management employee receiving the Self-Evaluation.

Goals and Objectives

At the evaluation meeting, the management employee and their evaluator will review and set up goals and objectives for the following evaluation period.

Performance Improvement Plan

If current management employee is given a one (1) year contract or is placed on an annual evaluation due to performance, a six (6) month improvement plan will be created. This improvement plan will address the areas where the management employee did not meet the standard or needed improvement on the previous evaluation. The improvement plan will contain specific recommendations for improvement with specific observable outcomes to meet expectations and provisions for assisting the manager in implementing any recommendations made. These specific recommendations will be created by the evaluator in consultation with the manager, a management representative appointed by a management steering co-chair, and human resources prior to implementation. An impartial mentor shall be assigned with mutual agreement between the management employee and their manager to work with the management employee to help meet the requirements of the Performance Improvement Plan. If all criteria for the improvement plan are met at the end of the six (6) months, no further action is needed and the management employee should move to a three (3) year contract for the next contract period. If all criteria are not met at the end of the 6 months, the management employee may be given six (6) months' notice of non-renewal.

Management Representation

Any management employee may include representation designated by a management steering co-chair in their evaluation meeting. Notice of representation must be provided to their manager before the evaluation meeting. The management employee is expected to have direct conversation with their manager about their evaluation.