Administrative Employees Evaluation Principles and Process

Principles: The goal of performance evaluation is to improve effectiveness and promote continuous learning and development. Constructive feedback for improvement should be clear and helpful to achieve that goal. If a 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 evaluatee's performance improvement.

The Administrative Employees Evaluation will be performed by Administrative Employees the first year of the administrative assignment, then every two years, unless the supervising manager deems it necessary to do annually. The evaluation process will consist of a 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 as applicable to the administrative assignment.

Self-Evaluation: The administrator will draft a self-evaluation and send it with the Peer and/or Direct Reports Input form to gather input about his/her performance. The administrator shall identify a minimum of 5 peers/faculty and or staff in consultation with the evaluating administrator. The peers and direct reports may provide feedback anonymously through the online Peer Direct Report Evaluation Form. If the administrator has no direct reports, then faculty and/or staff that the administrator works with on semi-regular basis will be identified. Any areas marked as below satisfactory must contain comments on how to improve, criteria for meeting satisfactory marks, and a reasonable timeline. The administrator will use the input to finalize his/her Self-Evaluation. Additionally, the manager should reflect on the progress made towards goals and objectives from the previous evaluation. Finally, if applicable, the manager should comment on his/her efforts and work with the results of student learning outcomes and how they have contributed to improved student learning.

Supervisor Evaluation of Administrative Employee: After the administrator submits his/her Self Evaluation to his/her evaluator, the evaluator will complete the Administrative Employee Evaluation Form. A meeting will be held with the administrator to review the evaluation and set goals and objectives for the following evaluation period. This meeting should be held within a month of receiving the Self-Evaluation.

Goals and Objectives: At the evaluation meeting the administrator and his/her evaluator will review and set up goals and objectives for the following evaluation period.

Please refer to the Process Map for Administrative Employee Evaluation.

Part I: SELF EVALUATION-ADMINISTRATIVE EMPLOYEE

Employee's Name: _____ Date:_____

Department: _____

Part I Instructions: complete Section A and B (as applicable) and attach a copy to **Part II** Administrative Employee Evaluation Peer and/or Direct Reports Input form. Send them to at least 5 peers and/or direct reports.

Use peer/direct reports feedback to complete Sections C and D. Submit your completed Self Evaluation-Administrative Employee to your next level administrator.

A.	**Summary of Self-Evaluation including sample comments from peers and/or direct reports: Comments may address the following areas:**
	   1. **Administrative Skills: communication, project management, productivity, problem solving, planning/program review, and resource management**
	   2. **Leadership Skills/Values: integrity, inclusiveness/collaboration, innovation/creativity, humility/sensitivity, and alignment of work to college mission and core values**	

	Areas of excellence:	Areas for improvement:
B.	**Summary of "how results of the assessment of learning outcomes are used to improve teaching and learning" (Accreditation Standard III.A.6, as applicable to academic administrators and other personnel directly responsible for student learning):**	
C.	**I will be working on the following self and professional items in the _____ academic year.** (List your top 1-5 goals)	
	Goals & Objectives:	Action Plan:
D.	**I need the following assistance:**	
	• Equipment, support, conferences, training, etc.	
	• The District can provide:	
E.	**Signatures:**	

	Administrator:		Date:	
	Next-Level Administrator :		Date:	

Distribution:

Manager

Human

6/2016

Part II. Administrative Employee Evaluation
Peer and/or Direct Reports Input

Administrator's Name_____ Date _____

Title _____ Department _____

Peer and/or direct reports' input in administrative employee's evaluation is valued. The administrator's Self-Evaluation Administrative Employee is attached for your information. Please complete the following evaluation and return to the administrator in a sealed envelope to preserve confidentiality by: _____. This will be confidential as no signature is required.

Rating:

1 **Performance exceeds the standard** (Used to commend the recipient for performance above the expected)

2 **Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)

3 **Improvement recommended** (Used to warn the recipient that performance is below what is expected)

4 **Performance does not meet the standard** (Used for unacceptable performance)

5 **Not applicable/insufficient data**

Any rating other than "improvement recommended" (3) or "performance does not meet the standard" (4) must be accompanied an explanatory remark by the evaluator.

Positive remarks or constructive feedback for improvement is optional; space in the "comments" section is provided.

		Rating: 1	2	3	4	5
A.	Is responsive to faculty and/or staff input.					
B.	Communicates effectively with faculty and staff.					
C.	Presents faculty and/or staff requests at the campus level.					
D.	Adheres to meeting start and end times.					
E.	Facilitates meetings effectively.					
F.	Is available and receptive to faculty and staff.					
G.	Conveys information in a timely manner.					
H.	Meets campus deadlines.					
I.	Provides reports and feedback, including SLO and PIE, to faculty and/or staff					
J.	**Overall summary of your manager's evaluation.**					

K. Comments (optional): Any rating of "improvement recommended" (3) or "performance does not meet the standard" (4) must be accompanied by an explanatory remark by the evaluator.

Part III **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**
ADMINISTRATIVE EMPLOYEES EVALUATION FORM

Employee	Department/Unit
Title	Evaluator

1 E--Exceeds Expectations
2 M--Meets Expectations
3 NI--Partially Meets Expectations/Needs Improvement
4 DN--Does Not Meet Expectations (significant improvement required)

I. Review Progress of Last Year's Goals [A and B to be completed by the employee. C and D to be completed by the evaluator.]

A. Goals (from previous year)	B. Result(s)	C. Rating
D. Comments (To what extent were these goals achieved?):		

II. Review Last Year's Performance (A) [to be completed by the evaluator]

Administrative Skills	Description	Rating
Communication	Responding to audience appropriately, uses clear and effective listening, speaking, signing and writing skills to engage in honest, open dialogue at all levels of the college and its surrounding community [AACC Leadership Competency]	
Project Management	Creates effective project implementation plans, secures appropriate resources, and meets deadline	

6/2016

Productivity	Follows through on assignments and work commitments, manages time effectively, maintains quality under deadlines, communicates the need for additional assistance in a timely manner	
Problem Solving	Effectively assesses, analyzes, and responds to program and personnel issues (as appropriate)	
Planning/Program Review	Demonstrates planning skills for short- and long-term goals; uses data for analysis and review of own work and work of the unit(s) under that evaluatee's supervision; conducts outcomes assessment for his/her unit's work.	
Resource Management	Equitably and ethically sustains people, processes, and information as well as physical and financial assets to fulfill the mission, vision, and goals of the community college. [AACC Leadership Competency]	
Comments: (To what degree did the manager demonstrate these skills and values?):		

II. Review Last Year's Performance (B)

Leadership Skills/Values	Description	Rating
Integrity	Operates with transparency and honesty	
Inclusiveness/collaboration	Effectively collaborates within and outside of his/her own area, appropriately includes others in planning and implementing activities	
Innovation/Creativity	Displays appropriate original thinking	
Humility/Sensitivity	Respects the work of others; displays sensitivity to a diverse work and learning community; readily admits when he or she is wrong or lacks information/ knowledge ~~does not know~~	

Alignment of Work to College Mission and Core Values	Carries out duties in a manner that reflects the college mission and core values	

Comments (To what degree did the manager demonstrate these skills and values?):

III. Establish Work and Professional Goals for Next Year

Initial Goals (based on accomplishment of previous goals, current Administrative Self-Evaluation, and current peer and/or direct report input) **To be completed prior to evaluation meeting**	
Goal	Action Plan, Criteria for Satisfactory Performance, Timeline

Additional Goals (based on supervisor's current eval) **To be completed at evaluation meeting**	
Goal	Action Plan

My signature acknowledges that I have read and discussed this evaluation with my supervisor. My signature does not necessarily mean that I concur with the evaluation, and I understand that the evaluation will become a permanent part of my personnel file. I have the right to submit written comments within ten (10) working days and ~~the right~~ to have those comments attached to this evaluation for inclusion in my personnel file.

Employee: _____   Date: _____

Signature

Supervisor/Evaluator:_____   Date: _____

Signature

Reviewed by: _____   Date: _____

Next-Level Administrator

Comments of Next-Level administrator: (Optional)

Distribution:
Manager
Human Resources

Process Map for Administrative Employee Evaluation

1. Self-Eval (parts A+B); attach to Peer Eval & send out.

2. Peer Eval - get it back (use for Self-Eval, parts C+D)

3. Eval by Next Level
(You do: IA+IB)
(Your boss does the rest)
Eval Meeting

6/2016