

## **AP 7240-7 Management Employees - Evaluation**

### **1.0 Evaluation Process of Management Employees**

#### **1.1 Process for Implementing the Management Performance Evaluation:**

The Immediate Management Supervisor will complete a performance evaluation (evaluation) for each direct report (employee). The following steps outline the performance evaluation format.

##### **1.1.1 Frequency of Evaluation:**

1.1.1.1 The evaluation will be completed during the probationary period for a new employee and no later than the eleventh month of employment.

1.1.1.2 The evaluation along with the additional components (1.2) will be completed every (3) fiscal years as scheduled by the District.

1.1.1.3 The evaluation may be completed annually as an option for formal recognition of accomplishments; to support development needs; or to address performance issues.

##### **1.1.2 Annual/Third-Year Evaluation:**

1.1.2.1 The Office of Human Resources Office will notify both the employee to be evaluated and the Immediate Management Supervisor at the following time period:

1.1.2.1.1 Probationary: will be based upon date of hire.

1.1.2.1.2 Third-Year: March 15 when a third-year performance evaluation is due.

1.1.2.2 The Immediate Management Supervisor will schedule a meeting with the employee prior to April 15, to formalize employee goals for the forthcoming evaluation period and address the following additional topics:

1.1.2.2.1 Goals/objectives of the employee. Review employee goals provided on the Goal Setting and Employee Self-Evaluation Guide, Part 1. Goals should be long-term, structured (simple, measurable, achievable, relevant, timely), and support the strategic objectives identified by the District, Institution, and/or Department.

1.1.2.2.2 Leadership (behavioral) competencies. Review and discuss the process of evaluating the employee using these competencies, how achieved accomplishments are evaluated, and how they relate to the job responsibilities and expectations.

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- 1.1.2.2.3 Commitment to diversity, equity, inclusion, and anti-racism.
- 1.1.2.2.4 Commitment to and adherence to the District Mission.
- 1.1.2.3 The Immediate Management Supervisor will meet with the employee throughout the evaluation period to discuss goals and performance. The meetings will be conducted in the following manner:
  - 1.1.2.3.1 Meetings will occur at a minimum of every three months.
  - 1.1.2.3.2 Meetings will be informal, up to 30-minutes in duration, and address the long-term and short-term goals, challenges, development opportunities, accomplishments, and any support needed from the Immediate Management Supervisor to achieve the identified goals.
- 1.1.2.4 At the conclusion of the evaluation period, the employee will complete their self-evaluation in the Goal-Setting and Employee Self-Evaluation Guide, Parts 2 and 3, and submit it to the Immediate Management Supervisor by April 15.
- 1.1.2.5 The Immediate Management Supervisor will complete the Management Performance Evaluation form by June 1 and consider the following:
  - 1.1.2.5.1 The Goal-Setting and Employee Self-Evaluation Guide, including established goals, accomplishments, and behavioral competencies developed during the evaluation period.
  - 1.1.2.5.2 The informal quarterly meetings that were held with the employee related to the established goals.
  - 1.1.2.5.3 The impact of the accomplishments with regard to the District/Institution.
- 1.1.2.6 Prior to June 30, the Immediate Management Supervisor will schedule a conference with the employee to review and discuss the evaluation. At the conference, the Immediate Management Supervisor will address the following:
  - 1.1.2.6.1 The rating of the behavioral competencies, achievements, and overall performance evaluation rating.

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- 1.1.2.6.2 The opportunities for development in the various behavioral competencies.
  - 1.1.2.7 Following the conference, the Immediate Management Supervisor will finalize the evaluation, obtain the employee's signature and provide a copy to the employee, and submit to the Office of Human Resources by June 30.
  - 1.1.2.8 In the event it is determined that the evaluation is unsatisfactory or there is need for improvement, the Immediate Management Supervisor will meet with the employee being evaluated to develop a performance improvement plan. Once developed, the Immediate Management Supervisor will forward the document(s) through the proper channels. The report will be placed in the employee's personnel file.
  - 1.1.2.9 Following the receipt of an evaluation, the employee may submit a response, not to exceed three (3) pages in length, which shall be attached to the evaluation.
- 1.2 Process for Implementing the Third-Year Performance Evaluation:  
The evaluation will be aligned with the Performance Evaluation Format (1.1.2). The following steps outline the additional components in the performance evaluation format.
- 1.2.1 Third-Year Performance Evaluation:
    - 1.2.1.1 The Office of Human Resources will notify both the employee to be evaluated and the Immediate Management Supervisor by March 15.
    - 1.2.1.2 The Office of Human Resources will also notify the following constituent groups by March 15, to appoint one employee to the committee and notify the Immediate Management Supervisor by April 15 of the appointment:
      - 1.2.1.2.1 Academic Senate (from the applicable campus; for District Services, the three Academic Senates may each appoint a member).
      - 1.2.1.2.2 CSEA
      - 1.2.1.2.3 DMA
    - 1.2.1.3 The Immediate Management Supervisor and employee will identify the raters by April 15, using the following criteria:
      - 1.2.1.3.1 The number of raters identified will be at a minimum of five employees.

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- 1.2.1.3.2 All direct reports will be included.
- 1.2.1.3.3 In addition to direct reports, the raters may include a combination of peers, colleagues (faculty or classified), and others (e.g., students or community members).
- 1.2.1.3.4 Selected raters must have sufficient working experience with the employee, typically employees within the department.
- 1.2.1.3.5 Selected raters should be comprised of an adequate number and equitable, diverse mix of constituent groups to ensure feedback is accurate and balanced.
- 1.2.1.3.6 Selected raters will be notified that their responses are confidential and anonymous. The rater's ratings will not be a part of the employee personnel file.
- 1.2.1.3.7 The selected raters will submit their completed evaluation to the Immediate Management Supervisor by May 1.
- 1.2.1.4 The role of the committee (1.2.1.2) is to:
  - 1.2.1.4.1 Review the ratings completed by the raters, synthesize the information, and identify themes derived from the ratings and recommendations.
- 1.2.1.5 The Immediate Management Supervisor will evaluate the rater's ratings and ensure the following:
  - 1.2.1.5.1 Confidentiality and anonymity in the process. The names of those who rated the employee will not be disclosed.
- 1.2.1.6 The Immediate Management Supervisor will send the rater's completed forms to the committee no later than one week after May 1.
- 1.2.1.7 The committee will complete the Summary of Ratings form. Once completed, the committee will submit the form to the Immediate Management Supervisor by June 1.
- 1.2.1.8 The summary of rating information and the rater's ratings will be used for development purposes. The Immediate Management Supervisor will use this information for recognizing performance and identifying development opportunities when completing the Management Performance Evaluation.

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1.2.1.9 The Immediate Management Supervisor will complete the Management Performance Evaluation form and conduct the employee conference by June 30.

### **2.0 Evaluation of Executive Officers:**

2.1 The Chancellor shall implement an annual evaluation for the Executive Officers of the District, which shall include the following elements:

2.1.1 Frequency of Evaluation:

The evaluation will be completed annually.

The comprehensive evaluation will be completed every (3) fiscal years.

2.1.2 The evaluation process shall be conducted by the Chancellor.

2.1.3 The evaluation process shall fairly attempt to measure effectiveness in performing the duties set forth in the Executive Officer's job description and incorporate key leadership (behavioral) competencies.

2.1.4 A written evaluation shall be completed for each Executive Officer.

2.1.5 The Chancellor shall review the Executive Officer evaluation and recommendations for the extension or renewal of the Executive Officer's employment contract with the Board of Trustees.

2.2 Evaluation instruments shall be developed by the Chancellor and may be modified from time-to-time by the Chancellor. The Chancellor shall have the discretion to utilize a single evaluation instrument for all Executive Officer positions, instruments particularized for each position, or a combination of both types of instruments.

2.3 Evaluations shall be based primarily upon the direct observation of the Chancellor, but may also consider other relevant information, which is within the knowledge of, or brought to, the attention of the Chancellor. In consultation with the Executive Officer, the Chancellor may identify a list of individuals who are knowledgeable of the Executive Officer's work, from whom the Chancellor may solicit information appropriate to the criteria being employed and the responsibilities being evaluated.

2.4 A pre-evaluation conference with the Executive Officer may be conducted if deemed necessary by the Chancellor.

2.5 A final written narrative evaluation shall be prepared in a manner deemed appropriate by the Chancellor, in consultation with the Executive Officer.

2.6 Prior to June 30, the Chancellor will schedule a conference with the Executive Officer to review and discuss the evaluation.

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- 2.7 The evaluation shall be signed and dated by the Executive Officer. A signed copy of the evaluation will be retained by the Executive Officer and a copy will be placed in the Executive Officer's personnel file.
  - 2.8 Following the receipt of an evaluation, the Executive Officer may submit a response, not to exceed three (3) pages in length, which shall be attached to the evaluation.
- 3.0 **Evaluation of the Chancellor:**
- 3.1 The Board of Trustees will annually evaluate the performance of the Chancellor based on goals, objectives, and other appropriate criteria mutually established by the Chancellor and the Board (see Board Policy and Administrative Procedure 2435).

**Date of Adoption:** May 25, 2021