

The Board of Trustees, administration, and faculty recognize the importance and value of a procedure for assisting and evaluating the progress and success of both newly employed and experienced personnel. Therefore, to this end, the following procedures will apply.

S.I.C.E.A.

Refer to the current bargaining agreement regarding language in reference to evaluation of members.

Administrative and Exempt Staff:

Administrative and exempt staff is evaluated annually by their immediate supervisor using a schedule provided by the Human Resource Department. The employee will receive a copy of the written evaluation which shall be signed and returned to the supervisor on or about mid-February. The employee shall have the right to answer the evaluation report in writing in a reasonable amount of time. Said response shall be attached to and become a part of the report. The signature of the employee means only that that employee has seen the report and shall not be interpreted to mean agreement with the content. Reasons for an unsatisfactory evaluation shall be identified and corrective measures suggested by the evaluator. Recommendations for rehire or non-renewal from the respective cabinet member will be given to Human Resources for review by the President no later than early March. The President shall be evaluated annually by the Board

Adopted:

Amended: September 20, 2022, April 18, 2023

Legal Ref: