

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.

UMWA

Refer to the current bargaining agreement regarding language in reference to evaluation of members, as well as process documentation in the Vice President of Academic Affairs office.

Administrative and Exempt Staff:

Administrative and exempt staff is evaluated biennial 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. The employee shall have the right to answer the evaluation report in writing. 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. Any concerns observed during a non-evaluation year will be engaged on an as needed basis. The President shall be evaluated annually by the Board.