


|  | ADMINISTRATIVE PROCEDURE MANUAL | | |
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| | PERFORMANCE EVALUATION OF ADMINISTRATIVE, PROFESSIONAL, CAREER AND ADJUNCT EMPLOYEES | 03-1201 | 1 OF 5 |
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| | 6Hx7-3.1 Authority to Hire | October 17, 2016 | |

Purpose

The purpose of this procedure is to outline the process for conducting performance evaluations for College employees and to provide the schedule for conducting such performance evaluations. The Chief Human Resource Officer (CHRO) shall be responsible for designating the tool utilized for performance evaluations.

Procedure

A. Employee performance evaluation shall be utilized to:


1. Provide an opportunity for employees to discuss their performance and to plan for improvements expected in a manner that will encourage and support their professional growth and development as College employees.
2. Establish goals or performance standards to be followed until the next evaluation.
3. Determine the employee's eligibility for salary increases and performance-based awards.
4. Form the basis for taking corrective or disciplinary action against the employee.
5. Assist in determining the employee's potential for continued employment.

B. The performance of all full-time and regular part-time Administrative, Professional and Career employees shall be evaluated annually. The performance of adjunct instructors who have never been employed by the College in an adjunct role will be evaluated prior to the end of their first teaching term and annually thereafter, whenever employed.

1. The performance of each College employee is evaluated annually on the schedule noted below:

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| Administrative & Professional Employees | May |
| Career Employees | May |
| Temporary Administrators | May |
| Temporary Career | May |
| Adjunct Faculty (including Dual Enrollment Faculty) | Prior to the end of first term teaching and then annually, if employed |

2. Interim evaluations may be conducted when performance problems arise, as deemed appropriate by the supervisor.

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3. Nothing contained herein shall interfere with or preclude the College from taking immediate or other action against any employee when that action is reasonably deemed appropriate pursuant to law and rule to that effect.
4. Employees may submit a written statement providing comments in response to their performance evaluation. The statement will accompany the official performance evaluation.

C. Evaluation of Administrative and Professional Employees:


1. Each supervisor will provide the completed evaluation to the next level supervisor for review and comments prior to providing the final evaluation to the employee. If the evaluation is an overall “less than satisfactory”, the appropriate Cabinet member must also review and sign the evaluation prior to the supervisor’s discussion with the employee.
2. Each supervisor will schedule an appointment with each assigned employee to conduct the performance evaluation. The supervisor conducts the performance evaluation utilizing the current job description and other evaluation-related documentation.
3. Following the review, the evaluation should be signed by the supervisor and the employee. If the employee refuses to sign, the supervisor will note the date when the evaluation was reviewed and that the employee refused to sign. The supervisor forwards the completed performance evaluation via the organizational chart to the supervising administrator. The completed and signed performance evaluation form is forwarded to the Office of Human Resources.
 - a. The CHRO, or designee, ensures that the completed performance evaluation form is placed in the official personnel file.
 - b. When a supervisor assigns a rating of “needs improvement” or “unsatisfactory” on any one of the evaluation factors, objectives for improving the employee's performance must be established and reviewed with the employee. A summary of the plan for improvement of performance will be recorded in the appropriate section of the Administrative/ Professional Evaluation form.
 - c. No changes will be made after the evaluation has been conducted with the employee and the employee has signed the evaluation.

D. Evaluation of Career Employees:

1. The annual performance evaluation shall be conducted using the [Career Performance Evaluation Form](#).

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2. Each supervisor will provide the completed evaluation to the next level supervisor for review and comments prior to providing the final evaluation to the employee.
3. The supervisor conducts the performance evaluation, utilizing the current approved job description and any other performance-related documentation.
4. Each administrator and/or supervisor schedules an appointment with each assigned career employee in the department for the purpose of conducting the employee's performance evaluation.
5. The employee should be notified of the date of the appointment by the supervisor at least two (2) working days prior to the appointment. Every reasonable effort will be made to schedule exact times for the appointment.
6. Prior to the supervisor's discussion of the evaluation with the employee, the evaluation must be reviewed and signed by the next level supervisor. If the evaluation has an overall rating of "less than satisfactory", the appropriate Cabinet member must also review and sign the evaluation prior to the supervisor's discussion of the evaluation with the employee.
7. The supervisor will conduct the performance evaluation and include the following items for discussion:
 - a. The employee's job description as well as the job expectations.
 - b. The supervisor's assessment of the employee's performance.
 - c. The specific goals for improvement of appropriate behavioral dimensions and job factors, if applicable. These should be recorded on the evaluation form.
 - d. A written statement of reasons why an employee is receiving a "needs improvement" or "does not meet standards" rating, if applicable.
 - e. The performance evaluation of the employee.
 - f. Overall performance goals for the next year.
8. No changes will be made after the evaluation has been conducted with the employee and the employee has signed the evaluation.
9. Evaluations rated "needs improvement" or "does not meet standards" should be forwarded to the supervising Vice President or Executive Chair/Campus President for review and signature.
10. If the overall rating is "needs improvement", a plan for the improvement of performance must be developed by the supervisor and approved by the supervising Executive Chair/Campus President or Vice President. The employee or the supervisor may elect to have the plan reviewed by a representative from the Office of Human Resources for completeness and performance and goal alignment.

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11. Any career employee who receives an overall annual performance rating of “needs improvement” will be notified in writing by the Office of Human Resources that he/she is being placed on probationary status for no longer than a three-month period and that a new performance evaluation will be completed at the end of that period. Such an employee, if retained, will have his or her performance evaluated in writing at intervals not to exceed forty (40) workdays until his/her performance is evaluated as satisfactory or until the next annual evaluation.

E. Evaluation of Adjunct Instructors:

1. Adjunct instructors who have never been employed by the College in an adjunct role will be evaluated using the [Adjunct Faculty Evaluation Form](#) or other approved evaluation tool, prior to the end of their first teaching term and annually thereafter if employed. Note that a performance evaluation may be conducted at any other time during the academic year as determined by the supervising administrator.
2. The designated supervisor will provide the completed evaluation to the next level supervisor for review and comments prior to providing the final evaluation to the employee.
3. The designated supervisor schedules and conducts at least one observation and considers the results of the observation and other forms of data, such as anecdotal records and student evaluations. A performance evaluation conference is scheduled in an atmosphere which promotes positive interaction between the instructor and the supervisor.
4. A performance evaluation that results in an overall rating of “Unsatisfactory” must be discussed with the Executive Chair/Campus President before the conference with the adjunct instructor.
5. Upon completion of the conference, the adjunct instructor will sign the original form acknowledging the evaluation document has been received.
6. If the adjunct instructor is not available for the evaluation conference and/or signing of the form, the supervising administrator is responsible for so noting on the evaluation form and for sending a copy to the instructor. The supervising administrator is responsible for scheduling a follow-up meeting, if possible.
7. The original completed and signed performance evaluation form will be forwarded to the supervising Dean. The supervising Dean reviews and signs the evaluation and forwards it to the Office of Human Resources.
8. It is the responsibility of the supervising administrator to formally evaluate the performance of an adjunct instructor at least annually if the adjunct continues employment beginning with the initial

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performance evaluation. The supervising administrator is responsible for developing the overall adjunct instructor evaluation schedule for the academic year.

REFERENCES: F.S. 1001.64, 1001.65

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