

7151

Administrative Regulation

EVALUATION FOR ACADEMIC ADMINISTRATIVE PERSONNEL AND CLASSIFIED MANAGERS

The purpose of the evaluation process is to provide a systematic assessment of effectiveness and encouragement for improvement of managers and administrators in the performance of their job duties and assignments.

A. Timeline

1. New or reassigned managers and administrators shall be evaluated within the first year and then every three years.
2. Nothing shall prevent a supervisor from conducting additional evaluation as necessary outside of the cycle or completing written progress reports providing the manager/administrator with feedback on the manager's/administrator's performance in a more streamlined manner than in the performance evaluation formal cycle.
3. All evaluations shall be completed within the required timeline and presented to the Superintendent/President.

B. Criteria

1. Evaluations shall be based on performance of job duties and participation in institutional responsibilities, leadership, employee relations, communications, personal managerial/administrative qualities, use of results of assessment of learning outcomes to improve teaching, learning, and/or institutional effectiveness success, and meeting goals and objectives.
2. Performance on the criteria shall be rated as: 1. Improvement recommended (warning the recipient that performance is below what is expected), 2. Performance meets the standard (acknowledging satisfactory performance of duties), and 3. Performance exceeds the standard (commending the recipient for performance above the expected).

C. Responsibility

Responsibility for implementing the process rests with the immediate supervisor of the manager/administrator being evaluated. If that person supervises more than five managers/administrators another manager/administrator may be designated to assist with the evaluation process.

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D. Components of Evaluation

1. Survey

- a. A performance evaluation staff opinion survey instrument (Attachment 7151 -1) will be used to gain confidential perspective from classified employees, faculty members, and managers/administrators supervised and/or supported by the manager/administrator and his or her office and others with whom there is regular interaction.
- b. By mutual agreement of the supervisor and manager/administrator, items may be added to the opinion survey to reflect special circumstances or unique assignments.
- c. For academic administrators and classified managers, the certificated and classified staff members working in the area of responsibility shall be included in the confidential survey. All managers/administrators and faculty coordinators supervised and/or supported shall be surveyed. Additional survey participants may be agreed upon mutually by the supervisor and manager/administrator.
- d. The confidential opinion surveys will be administered electronically with forms returned electronically within two weeks to the manager/administrator being evaluated and the supervisor preparing the evaluation. The ratings and comments may be categorized separately by employee groups (classified, faculty, management) if five or more responses are received from each of the groups, otherwise, the ratings will be combined into one category.

2. Self-evaluation and Statement of Goals and Objectives

When the manager/administrator being evaluated has received the results of the confidential opinion survey for consideration he/she personally will complete the survey form and prepare a written narrative of his or her performance based on 1) job description and assignments, 2) role in improving teaching, learning, and/or institutional effectiveness, 3) observations from the opinion survey, and 4) achievement of goals and objectives. The written narrative also shall include a list of measureable goals and objectives related to the person's area of responsibility that will be addressed during the next evaluation cycle.

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3. Supervisor/Primary Evaluator Form – The final evaluation form (see Attachment 7151 - 2) shall be completed by the supervisor/primary evaluator based on the opinion survey, the manager/administrator self-evaluation, and the supervisor's own findings. Recommendations for improvement shall be accompanied by specific suggestions for ways to address the needs improvement areas. The primary evaluator shall forward the completed evaluation material to the vice president of the area who shall review and forward to the Superintendent/President with appropriate comments and recommended action.

E. Professional Development

Managers and administrators responsible for evaluating shall be provided professional development on the evaluation process, how to interpret the opinion surveys, and how to provide appropriate and useful feedback.

Reference:

- Accreditation Standard III A 5

See Board Policy 7151

Adopted: 03/31/83

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