

**BP 7150 EVALUATION**

Reference:

[Accreditation Standard III.A.1.b](#)

All employees will periodically undergo a performance evaluation, at prescribed intervals.

- ❖ **From the current CLPCCD Policy 4120 titled Evaluation of Management Personnel**

Administrators

~~It is the purpose of the evaluation of managers to increase their leadership ability and productivity to the end that educational opportunities for students are enhanced. Each manager administrator shall be evaluated annually by a procedure using a process developed in conjunction with the management staff administrator group and approved by the Chancellor. These procedures are included in the Administrative Rules and Procedures Administrator Performance Evaluation System posted on the Human Resources website.~~

- ❖ **From the current CLPCCD Policy 4212 titled Performance Evaluation – Confidential & Supervisory**

[The following highlighted language will be considered for inclusion in Administrative Procedure 7150.]

Confidential & Supervisory

~~The first level supervisor or manager to whom an employee is assigned by the Chancellor shall be responsible for the formal evaluation of formally evaluating each classified employee under his/ or her supervision who is designated as confidential.~~

~~Procedures for evaluation are included in the Administrative Rules and Procedures.~~

~~Probationary New Hire Confidential & Supervisory Employees~~

Employees who hold regular classified confidential or supervisory positions on a probationary basis are to be evaluated at the end of four, eight, and twelve months of service. The written performance evaluation report completed at the end of twelve months of service must indicate satisfactory job performance in order for the employee to successfully complete the probationary period and to achieve permanent status as a regular employee. Should such rating be less than satisfactory, the employee may be terminated. Special evaluation reports may be made at other than the specified times when such are deemed necessary by the supervisor or the designated manager.

#### **Restricted New Hire Employees**

Employees assigned to restricted classified positions are to be evaluated as in the case of regular employees except that permanent status shall not be granted.

#### **Probationary Promotional Confidential or Supervisory Employees**

Confidential and supervisory eEmployees shall serve a probationary period of one hundred eighty (180) calendar days, beginning the first day of service in a promotional position, and shall be evaluated at the end of the third and fifth months of service. The written performance evaluation report completed at the end of the fifth month of service must indicate satisfactory job performance in order for the employee to successfully complete the probationary period and to achieve permanent status in the position.

Should such rating be less than satisfactory, the employee may be terminated from the promotional position, or the probationary period may be extended. Special evaluation reports may be made at other than the specified times when such are deemed necessary by the supervisor or designated manager.

The probationary period may be extended, as a result of a negative evaluation, for no more than a total of ninety (90) calendar days. Such extension may be made by action of the Chancellor or designee whenever an additional period is considered necessary to assess the ability of an employee to perform assigned duties satisfactorily. The employee shall be informed in writing of any extension and the reasons ~~therefore~~ prior to the close of the regular probationary period, and the opportunity will be provided to be heard by the Chancellor or designee.

#### **Permanent Confidential or Supervisory Employees**

Employees who have attained permanent status shall be evaluated in writing annually by the first day of the month preceding the employee's anniversary date in the position.

Special evaluation reports may be made on any permanent employee at other than the specified times when such are deemed necessary by the assigned supervisor or manager, or by the Chancellor. A final evaluation report will be completed for each classified employee who terminates employment with the District.

#### **Represented Employee Groups**

Further information on evaluation of represented employees can be found in the respective collective bargaining agreement.

❖ **From the current CLPCCD Policy 4417 titled Evaluation of Classified Staff Exempt from the Classified Service**

The performance and conduct of temporary classified substitute and short-term employees who are exempt from the classified service shall be evaluated from time to time as may be appropriate and in such a manner as may be prescribed by the Chancellor or his/her designee.

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**NOTE:** The language in **black ink** is current CLPCCD Policy 4120 titled Evaluation of Management Personnel adopted on March 19, 1996; current CLPCCD Policy 4212 titled Performance Evaluation – Confidential & Supervisory adopted on March 19, 1996 and revised on May 21, 2002; and current CLPCCD Policy 4417 titled Evaluation of Classified Staff Exempt from the Classified Service adopted on March 19, 1996. The language in **blue ink** is included for consideration. The language in **green ink** was added on July 31, 2013 during the review with Wyman, David, Diana, Kit and on March 28, 2014 with Wyman, David, and Kit.

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**Date Adopted:**

*(Replaces current CLPCCD Policies 4120, 4212, and 4417,)*

## Legal Citation for BP 7150

### Accreditation Standard III.A.1.b

#### Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

##### A. Human Resources

The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.

1. The institution assures the integrity and quality of its programs and services by employing personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services.

a. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority. Criteria for selection of faculty include knowledge of the subject matter or service to be performed (as determined by individuals with discipline expertise), effective teaching, scholarly activities, and potential to contribute to the mission of the institution. Institutional faculty play a significant role in selection of new faculty. Degrees held by faculty and administrators are from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established.<sup>4</sup>

b. The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented.