

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7502 Evaluation: Classified Administrator/Manager

Reference: Education Code Section 87663

A classified administrator/manager employee is referred to as the Evaluatee and the administrator/manager responsible for conducting the evaluation is referred to as the Evaluator. The evaluation shall include the development and review of short-term and long-term objectives, a review of the Evaluatee's performance of assigned responsibilities and leadership skills, a self-evaluation, and, every three (3) years, confidential feedback provided by selected faculty, management, supervisor/confidential, staff, and subordinates.

Evaluation Procedure and Timelines

1. PREPARATION FOR EVALUATION: OBJECTIVES DEVELOPMENT

(June/July):

Each academic year, during the month of June, the Evaluatee shall prepare, using the *Objectives Form*, three (3) to five (5) reasonably obtainable short-term and long-term objectives to discuss with his/her Evaluator. The objectives should address day-to-day operations of the Evaluatee's area of responsibility, new initiatives, and professional development. The Evaluatee's short-term and long-term objectives should be programmatic or individual; related to District goals; be reasonable and obtainable; and, be measurable.

By no later than the end of June, the Evaluator shall meet with the Evaluatee to discuss and agree to the objectives for the ensuing academic year. This meeting will normally take place during the June evaluation meeting for the just completed academic year.

2. MIDYEAR REVIEW **(January)**: Each academic year, the Evaluator shall meet with the Evaluatee to review progress towards the established objectives and discuss any challenges the Evaluatee may be experiencing working toward completion of one or more objectives. The Evaluator and Evaluatee may agree to modify the objectives submitted by the Evaluatee. If one or more objective is modified, the Evaluatee is to complete a revised evaluation *Objective Form* noting the modification(s).

In the event the Evaluatee's evaluation is scheduled to include anonymous confidential feedback from faculty, management, supervisors/confidential, staff, and subordinates, Evaluatee and Evaluator shall, at the Midyear Review

meeting, discuss and determine the distribution list, including the number of employees to be surveyed, for the *Anonymous Confidential Feedback Forms*.

3. **ANONYMOUS CONFIDENTIAL FEEDBACK (May):** Every three (3) academic years the Evaluatee's performance evaluation shall include anonymous confidential feedback. The Evaluator and Evaluatee will mutually agree to whom the *Anonymous Confidential Feedback Form* is to be distributed (refer to item 2 above), and the number of employees to be surveyed. Distribution list of the *Anonymous Confidential Feedback Form* shall include faculty, management, supervisors/confidential, staff, and subordinates.

The Evaluator shall be responsible for distribution of the *Anonymous Confidential Feedback Form* to the employees selected, and for collection of the responses. The Evaluator, in preparation of the Evaluatee's *Evaluation Summary Form* may use information received through the *Anonymous Confidential Feedback Form*; however, the Evaluator shall not analyze the Evaluatee's performance based solely on the responses received through the *Anonymous Confidential Feedback Form*.

4. **SELF-EVALUATION REPORT (Due to Evaluator two (2) weeks prior to June Evaluation Meeting):** Using the *Self-Evaluation Form*, the Evaluatee shall prepare his/her self-evaluation, and forward the completed document to Evaluator no later than two (2) weeks prior to the June Evaluation Meeting. The self-evaluation shall include an assessment of progress in meeting established objectives, assessment of leadership skills, accomplishments, and a statement of professional growth and development activities. Professional growth and development may include activities such as training or personal skill development.
5. **EVALUATION MEETING (June):** Prior to meeting with the Evaluatee, the Evaluator shall complete the *Evaluation Summary Form* for the Evaluatee and tally and review the results of the *Anonymous Confidential Feedback Form*. Then, prior to June 30 of each academic year, the Evaluator shall meet with the Evaluatee for purposes of reviewing the *Evaluation Summary Form*, the *Self-Evaluation Form*, and the results of the *Anonymous Confidential Feedback Form* (every three (3) years).
6. **PERFORMANCE EVALUATION FORMS:** Upon completion of the Evaluatee's June Evaluation Meeting, the Evaluator shall forward all original documents (*Objective Form*, *Revised Objective Form* (if completed), *Self-Evaluation Form*, *Evaluation Summary Form*, and, when applicable, the *Anonymous Confidential Feedback Forms*) in a sealed envelope to the Office of Human Resources. All original documents, with the exception of the *Anonymous Confidential Feedback Forms*, shall be placed in the Evaluatee's personnel file. Human Resources office staff shall shred all *Anonymous Confidential Feedback Forms*.

7. All evaluations will be sent to the Superintendent/President for her/his review. The Superintendent/President may return the evaluation for further review between the Evaluator and the Evaluatee.
8. If the overall rating of the evaluation is less than meets expectations or if there is any area in which the Evaluator has identified as needing improvement, the Evaluatee shall submit a written plan for improvement. This written plan for improvement is to be submitted to the Evaluator by no later than September 1 and the Evaluator must agree to the plan for improvement. The improvement plan must have identifiable objectives and include the timelines within which each objective is to be achieved. The plan for improvement will be included as part of the evaluation file and will be used as part of the Evaluatee's next evaluation.

Board Approved	02/07/12
Desk Review	08/26/13
Desk Review	03/15/17