

## **Evaluation**

### Academic Bargaining Unit Members

Academic unit members will be evaluated as required by the collective bargaining agreement.

### Classified Bargaining Unit Members

Classified bargaining unit members will be evaluated as required by the collective bargaining agreement.

### Management and Confidential Employees

Classified management and confidential employees will be evaluated as required by Personnel Commission Rules 13-1 through 13-10.

### Academic Administrators

Upon completion of the initial assignment year, an academic administrator shall be evaluated at least once a year for the first two years of employment. Subsequent performance evaluations will occur at any time deemed appropriate, but no less than every two years.

Members of Chancellor's Cabinet are evaluated by the Chancellor based on an agreed upon process.

The process for evaluation of all other academic administrators will include three components.

- Performance Evaluation Survey

All full time Faculty and classified staff supervised by the academic administrator being evaluated will be asked to complete a performance evaluation survey. If the academic administrator being evaluated and his/her supervisor agree that the number of faculty and classified staff is insufficient or the composition of the faculty and classified staff is not representative of the administrator's duties, the academic administrator being evaluated will submit to his/her supervisor the names of six to ten additional staff within the District who interact with the administrator and may include faculty, department chairs, classified staff, students and other managers. The supervisor may add to this list. These people will be asked to complete a performance evaluation survey regarding the academic administrator being evaluated. Each campus and center will use the District's standardized administrative survey instrument which will be available on the District's intranet site.

**Evaluation** (continued)

- Performance Self-Evaluation

The academic administrator being evaluated will comment on his/her own strengths and challenges in the areas covered in the Performance Evaluation Survey in the duties and responsibilities of the position and goals for the upcoming year. The intent of this self-evaluation is to highlight accomplishments, strengths and areas of improvement.

- Performance Evaluation Summary

The supervisor will summarize and analyze the survey findings and comments of the self-evaluation. The supervisor will evaluate job performance on the basis of the job description of the position held. The academic administrator being evaluated and his/her supervisor will normally review the performance evaluation in person, after review and approval by the next higher level of administration.

Reference: Accreditation Standard III.A.1.b

Adopted by Chancellor's Cabinet: August 18, 2008