



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 7150 - Evaluations

Approved by Leadership: October 2015

Reference: Accreditation Standard III.A.1.b

Represented employees are evaluated in accordance with the applicable collective bargaining agreement.

Management, Supervisory and Confidential (MSC) employees, with the exception of educational administrators appointed by an employment contract, will serve a prescribed period of probation of one year and shall be evaluated at least twice during their probationary status at six month intervals. Evaluations for educational administrator shall follow this same timeline without the prescribed period of probation. Subsequent evaluations shall occur bi-annually.

Vice Presidents shall be evaluated by the Superintendent/President in the manner and in accordance with the time lines established by the Superintendent/President. The Superintendent/President shall be evaluated by the Board of Trustees in accordance with BP 2435. Any failure to complete evaluation procedures, or to complete them in a timely manner, shall not extend or have any other impact on an Agreement for Administrative and/or Superintendent/President Employment.

The process for Vice President and Management employee evaluations shall consist of an overall performance assessment of the following components as aligned with the assessment and improvement of student learning and the District's values:

- Status review of jointly developed goals and objectives established during the previous review period
- Self-evaluation and performance feedback using the following criteria: Communication/Interpersonal Skills, Leadership/Managerial Skills, Administrative/Technical Skills and Professional/Personal Development

The process for Confidential and Supervisory employee evaluations shall consist of an overall performance assessment of the following components as aligned with the District's values:

- Status review of jointly developed goals and objectives established during the previous review period
- Self-evaluation assessing Accomplishments/Contributions, Areas of Strength and Areas to Develop
- Performance feedback using the following performance factors: Technical Skills/Job Knowledge, Supervisory (if applicable), Customer Service, Dependability/Initiative/Accountability, Reliability, Communication/Interpersonal Skills, Safety and Professional/Personal Development

Where performance fails to meet expectations, an improvement plan or corrective action plan must be developed and mutually agreed upon in order to address identified performance deficiencies. Employees may be evaluated more frequently where there is reasonable cause for such evaluation or when done in conjunction with a performance improvement plan.