



4.9.0.1.1 Administrators Evaluation Procedure

Rational:

The formal evaluation of unclassified administrators at Century College is a necessary and continuous process which is a principal responsibility of all supervisors. Its primary purpose is the continuous quality improvement of the College and the personal and professional development of the administrator. The evaluation process is also intended as a communication tool for supervisors and employees to collect objective data on which to evaluate performance and a means of recognizing accomplishments.

The information collected through the use of these evaluation forms will be used to evaluate administrative performance on an annual basis. The information may be used in decisions concerning future staff-development needs, performance-based salary adjustments, and as documentation in disciplinary actions. Evaluations will be maintained in the official personnel file.

Components:

The evaluation of Century College Administrators shall consist of five components:

1. Supervisor evaluation of performance and goal achievement;
2. Evaluation by staff;
3. Self-evaluation of performance and goal achievement;
4. Professional development plan; and
5. Pre-evaluation and performance review conferences.

Process:

1. The supervisor initiates the evaluation process by scheduling a **pre-evaluation conference** during spring quarter. The purpose of the session is to establish a time frame and clarify procedures related to the evaluation process.
2. **Supervisor evaluation of performance and goal achievement:** The supervisor reviews the following documents which have been submitted prior to meeting:
 - A. Evaluation of Administrative Performance (self-evaluation)
 - B. Evaluation of Administrator by staff
 - C. Administrator's Assessment of Goal Achievement.

Prior to the Performance Review Conference, the supervisor completes the Evaluation of Administrative Performance by supervisor, based on clearly defined standards and measures of performance, and the Supervisor's Assessment of Goal Achievement.

3. **Evaluation of Administrator by staff:** The administrator shall provide the names of all staff to the supervisor. Copies of the Evaluation of Administrator (staff form) shall be distributed to each staff member who will complete the form and return it to the administrator's supervisor.
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4. **Self-Evaluation of Performance and Goal Achievement:** The Evaluation of Administrative Performance (self-evaluation) is sent by the supervisor to the administrator. The form is completed by the administrator and submitted in advance of the **performance review conference**. The administrator also completes and submits to the supervisor the Administrator's Assessment of Goal Achievement for the current evaluation period.
5. The supervisor schedules a **performance review conference** with the administrator before July 31. The purpose of this conference is to review the Evaluation of Administrator's Performance by supervisor and the Supervisor's Assessment of Goal Achievement. Also at the **conference**, the supervisor and administrator shall confer on the Professional Development Plan, which includes an assessment of job-related goals and overall professional/personal development.

References:

Minnesota State Colleges and Universities Board Policy 4.9 Employee Evaluations
Minnesota Statutes Chapter 43A

Date Implemented: 1/98