

5.34 Employee Evaluation

Last Revised: February 2012

Policy Statement: Piedmont Community College (PCC) is committed to fostering an environment of educational excellence. To assure that such an environment is created and maintained, the College requires annual performance evaluations of personnel.

Purpose/Definitions: Employee evaluations are to (1) increase the effectiveness of personnel in fulfilling the mission, vision, values, and goals of the College and (2) to assist personnel in selecting professional development activities to encourage personal and professional growth. Employee evaluations are based on clearly defined job expectations that are mutually agreed upon by the employee and their first-level supervisor.

First-level Supervisor: Immediate supervisor of the employee.

Second Level Supervisor: Immediate supervisor of the first-level supervisor.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority. The Vice President, Administrative Services has monitoring authority for this policy.

Procedure:

Due dates for the employee evaluation process are listed in the table below. Employee evaluations must be concluded in time to expedite the contract renewal decision-making process. The evaluation period is for the current fiscal year with the exception of student evaluations. The employee evaluation form is located on the T-drive in the Personnel Forms folder.

Process	Date Due
FACULTY	
Evaluation process begins	January
Classroom Evaluations	<u>New Full Time:</u> Middle of First Semester <u>Faculty with more than 3 years at PCC:</u> Fall or Spring Semester
Administration of student evaluations (Spring for prior academic year/Fall for current academic year)	<u>Spring:</u> March/April <u>Fall:</u> October/November
First-level supervisor emails the evaluation form to the employee for completing	January 2
Employee emails the completed evaluation form back to first-level supervisor	January 10
First-level supervisor and employee meet to review and discuss the evaluation	February 28
First-level supervisor sends the written evaluation to the second level supervisor for review and approval	March 10
Contract renewal decision-making process with the Vice President and President	March 31
Once all signatures are acquired, first-level supervisor sends a copy of the completed evaluation form to employee	April 10

The original evaluation is sent to the Personnel Office for filing in the employee's official file	April 15	
STAFF and Select Continuing Education Faculty	10 month	12 month
Evaluation process begins	March	March
First-level supervisor emails the evaluation form to the employee for completing	March 1	March 1
Employee emails the completed evaluation form back to first-level supervisor	March 10	March 10
First-level supervisor and employee meet to review and discuss the evaluation	March 31	April 30
First-level supervisor sends the written evaluation to second level supervisor for review and approval	April 10	May 10
Contract renewal decision-making process with the Vice President and President	April 15	May 15
Once all signatures are acquired, the first-level supervisor sends a copy of the completed evaluation form to employee	April 20	May 20
The original evaluation is sent to the Personnel Office for filing in the employee's official file	April 20	May 20

Note: If the above date falls on a weekend or holiday the due date is the next scheduled PCC workday.

The first-level supervisor has the responsibility for evaluating the employee's job performance throughout the fiscal year and if the need arises, holds periodic coaching sessions with employee to discuss ways to improve current job expectations. Annually, based on the designated date listed in the table above, the first-level supervisor and employee will have a face-to-face meeting to discuss the evaluation, emphasizing strengths and weaknesses in job performance. Student evaluations are a critical element in the faculty evaluation process. Student evaluations should be used as a learning tool to identify areas of improvement and enhance instruction.

Any area evaluated as "Unsatisfactory," "Needs Improvement," or "Outstanding" must be discussed and documented in the "Comments" section of the evaluation form, describing why performance is not satisfactory along with special improvement measures on how performance can be improved, or explain why performance is outstanding. The first-level supervisor and employee will set mutual goals to be reached before the next employee evaluation and document the goals in the designated section of the evaluation form. Recommendations should specifically state expected action steps to be taken to correct weaknesses and/or prepare the employee for future advancements. The employee may make any written comments on the evaluation form prior to signing it. If needed, the first-level supervisor will arrange a meeting with the second level supervisor to resolve differences of opinions that arose during the face-to-face first-level supervisor/employee evaluation.

The second-level supervisor will review the employee evaluation for accuracy, objectivity, and completeness; assist in resolving any disagreement between the first-level supervisor and the employee; and ensure that any conflicts identified have been resolved in a fair and equitable manner. The results of the meeting should be documented and attached to the evaluation. Return all original forms to the appropriate first-level supervisor for copying and distributing to their employees. All originals will then be forwarded to the Personnel Office for filing.

Legal Citation: N/A

History: Effective February 1, 2009; Revised February 2012