

CP 2-18: Evaluation of Administrative Staff

COLLEGE PROCEDURES CP 2-18

APPROVED: November 25, 2013

EFFECTIVE: November 25, 2013

REFERENCES: BP 2-18

The purpose of any evaluation is professional growth and development. Due to the unique leadership responsibility held by Administrative Staff, the duties defined by the job description and the achievement of annual goals jointly developed by the Administrative Staff and the President necessitate an annual performance appraisal.

The evaluation will include two and periodically three components.

Part I – Self Appraisals

This component allows the Administrative Staff to appraise their performance including the responsibilities identified in the job description and the achievement of specifically identified goals for the year.

Part II – Supervisor Evaluation

This component will consist of an appraisal of the Administrative Staff's completion of prescribed duties and his/her achievement of the specific goals for the year.

Part III – Evaluation by Subordinates

This component may be used at the discretion of the President. From time-to-time, evaluative input from the Administrative Staff's immediate subordinates may be solicited.

Evaluation will be completed prior to June 30th of the contract year.

SCOPE These procedures apply to Dawson Community College.

History: 9/24/2001