

EMPLOYEE PERFORMANCE  
EVALUATION

DLA  
(LOCAL)

**Employee  
Evaluations**

The College District will routinely evaluate the performance of all College District employees.

Purpose

The purpose of the employee performance evaluation will be to:

1. Raise the quality of instruction and educational service to the College District's students and citizens of the community.
2. Maintain the standards of excellence within the College District.
3. Foster an employee's professional growth and development.
4. Determine the employee's future employment with the College District.

Evaluation of employees will be a cooperative and continuing process with formal appraisal following established procedures.

College District administrators will evaluate every full-time employee on a job-related basis according to the terms of the evaluation instruments. Employees participate in the evaluation process by completing a self-evaluation. In addition to the self-evaluation, the employee has the option to submit comments if, in the employee's opinion, additional information pertinent to the evaluation is needed. Comments are included in the employee's formal personnel record with the evaluation.

**Definitions**

The following words or phrases, for the purpose of this policy, are defined as follows:

1. Annual review period will be from September 1 to August 31.
2. Increase is an increase in salary based on meeting or exceeding performance standards, consistent with the increase for all College District employees. This is generally processed annually but is contingent upon approval of funding by the Board.
3. Performance indicator is a key accomplishment that is linked to the College District's mission, core values, strategic plan, and goals.
4. Performance goal is a planned project or level of performance, the result of which is measured in terms of quality, quantity, and/or timeliness.

**Conditions for Salary  
Adjustments and  
Faculty Promotion**

The following eligibility requirements for Board-approved salary adjustments will apply:

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1. Employees, including faculty members, with less than three months of service, as of August 31, will not be eligible to receive a salary increase.
2. Employees, including faculty members, who have received a Level 2 performance warning during the annual review period will not be eligible for a salary increase.
3. Employees, including faculty members, who receive an overall performance appraisal rating of “Does not meet expectations” will not be eligible for consideration for a salary increase or merit-based compensation.
4. Faculty members who are under a Level 2 performance warning during the annual review period will not be eligible for promotion through the College District’s faculty rank process.

Faculty members who receive an overall performance appraisal rating of “Does not meet expectations” in any of the three years preceding their rank application will not be eligible for promotion through the faculty rank process.

**Full-Time Faculty Evaluations**

For purposes of this policy, the terms “evaluation” or “appraisal” may be used interchangeably. There are three types of evaluation for full-time faculty:

1. An annual performance evaluation by the Associate Dean/Director.
2. An initial and periodic peer review by the Council on Excellence.
3. Promotion through the faculty rank process by the Faculty Rank Ad-Hoc Committee.

Faculty Annual Performance Evaluation

The Annual Performance Evaluation by the Associate Dean/Director for full-time faculty will be according to the terms of established criteria and the Annual Performance Evaluation instrument.

Council on Excellence Peer Review

Peer review by the Council on Excellence will be according to the established criteria and procedures. Council on Excellence will not be recommending faculty for promotion in rank, but the Council on Excellence’s peer review of teaching excellence will be integral to the rank recommendations of the Faculty Rank Ad-Hoc Committee.

Faculty Rank Ad-Hoc Committee Review

Components of the review by the Faculty Rank Ad-Hoc Committee for full-time faculty will be according to the established criteria and procedures.

The Faculty Rank Ad-Hoc Committee is not a single at-large committee. The Faculty Rank Ad-Hoc Committee will be impaneled to review and recommend a faculty member's application for rank or rank promotion. The Faculty Rank Ad-Hoc Committee will have faculty participation with subject matter experts from the discipline of the faculty member applicant, along with other administrative staff. After the documentation and eligibility for rank are verified, the Faculty Rank Ad-Hoc Committee will review and report their recommendations on whether or not a faculty member is to be recommended for a rank.

**Promotion of Faculty Rank**

Full-time faculty who meet the eligibility criteria and are not disqualified from receiving Board-approved salary adjustments and faculty promotion as listed earlier in this policy may elect to apply for promotion through the Faculty Rank process.

The primary areas of review for faculty rank promotion are:

1. Excellence in Teaching.
2. Excellence in Service.
3. Excellence in Professional Engagement through Scholarly, Industry, Professional and/or Artistic Works.

Detailed information regarding faculty evaluation, review, and rank promotion processes are in the College District's Faculty Handbook and at a designated website or intranet page.

**Adjunct Faculty Evaluation**

An important element of the instructional program at the College District is the adjunct faculty.

In a continual effort to improve the quality of the instructional process, all adjunct faculty members will be evaluated on a periodic basis by the associate dean/director or other assigned academic personnel. Adjunct faculty members are employed on a semester-to-semester basis, as need dictates, and renewal, if any, of that employment is based in part on past evaluations.

Components of the evaluation of adjunct faculty members will include student surveys of instruction, class observation forms, and a review of disciplinary forms, if any.

**Evaluation of Staff and Administrators**

Annual written supervisory evaluations of the College District employees in staff, administrative, and leadership positions will also play a significant role in maintaining an excellent educational program. By promoting the growth and development of employees through acknowledging strengths and developing action plans for improving skills, the College District continually strives to meet and exceed its standards for excellence.

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Components of the evaluation for full-time staff and administrators include the following items, which are measured/evaluated in relationship to accomplishment of objectives outlined in the College District-wide strategic plan:

1. Goals;
2. Achievements; and
3. Performance indicators, such as essential job functions and demonstration of core values.

**Recognition and  
Merit Compensation**

Purpose

The College District recognizes that some employees perform at an exemplary level by either doing significantly more than what is normally expected of the position by working on special projects of major importance in addition to assigned duties and responsibilities, or by performing their regular duties at a level that far exceeds expectations over a sustained period of time. The use of merit and bonus awards is a positive way to inspire excellence in performance and an appropriate way to reward those employees who contribute beyond expectations.

General Guidelines

Merit awards generally fall into two categories: non-recurring bonuses and other forms of recognition (such as days off, letters of commendation, plaques, etc.), which may be more appropriate in certain circumstances or for some employees.

Individual awards will not be construed as establishing automatic or mandatory increases for attainment of certain ratings on performance evaluations.

Types of Awards

*Non-Recurring  
Bonus*

A non-recurring bonus is a lump sum or cash-equivalent award granted on a one-time basis that does not alter the current base salary of the employee. The use of bonuses is appropriate for special recognition of exceptional performance on a project, activity, or initiative of major importance to the department or to the College District.

*Other Forms of  
Recognition*

Other forms of recognition, such as days off, letters of commendation, plaques, etc., may also be used when appropriate to recognize performance that is deemed to be exemplary on a project, task, or initiative.

Conditions

Non-recurring bonuses and other forms of recognition are considered annually during the performance appraisal period. The total number of awards will be within the annual merit compensation budget.

Approval

Supporting documentation will be added to a written recommendation from the appropriate administrator with the rationale for the

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award. The recommendation will be forwarded for review/consideration up through the Leadership Team. Final approval rests with the District President, except in the case of a non-recurring bonus that exceeds five percent of an individual's annualized base salary. In that case, a non-recurring bonus must be submitted for consideration by the Board.

Effective Date

The effective date for a non-recurring bonus or merit increase will be on the regular September payroll following the final level of approval.

**Complaints**

Complaints related to an employee's overall rating or the box checked on an Annual Performance Evaluation are not allowed.

However, an employee may file a complaint for any other reason as listed in DGBA(LOCAL). Such complaints will be handled through the complaint process outlined in DGBA(LOCAL).

Appeals

A faculty member may appeal against the denial of faculty rank through the established appeal process.