

PROFESSIONAL STAFF EVALUATION

WEIGHTS AND COMPONENTS

ARTICLE 13

Full-time Professional Staff - Weights

Work Performance	75%
College Service	10%
Personnel File	15%

Professional Staff Evaluation Process

Summary Evaluation – Form E8

First Appointment – February 1

Thereafter – June 1

7 Work Days to Respond

14 Calendar Days – Post Evaluation Conference & Reasons

Basis for Evaluation

Form E7 - Position Description/Activities Developed

(Objectives - If Appropriate & Mutually)

Beginning of Appointment - Thereafter Every July 1

College Service – Form E5

Student Advisement (If assigned) – E4

Dec. 30 & May 30

POSITION DESCRIPTION (Form E-7) – Position Description is developed at the pre-evaluation conference and can be requested by either party each year and is mandated if there are proposed changes.

TENURED UNIT MEMBERS – Summary Evaluation will be conducted every third year.

Frequency of Evaluation

1st Year - February 1 & June 1

2nd - 6th Years - June 1

7th Year with Tenure – No Evaluation During 1st Year of Tenure

Every Third Year Thereafter