

### 13.03 Evaluation of Full-Time Professional Staff Members

#### A. Professional Staff Evaluation Criteria

Evaluation of professional staff shall be uniformly applied and based on total job performance, including the following criteria:

1. Professional performance including:
  - a. Conformance with assigned workload as established by the appropriate administrator in accordance with Article XII; and
  - b. The rendering of effective assistance to students, faculty and staff of the College, individually and/or collectively in accordance with Article XII.
2. Student advising competency and accessibility, if appropriate.
3. College service, including:
  - a. Service as advisor to student activities; and/or
  - b. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees, or labor/management committees; and/or
  - c. Preparing grant proposals; and/or
  - d. Participating in college, division, department or other related college meetings and/or activities as the President of the College or the President's designee may deem appropriate; and/or
  - e. Participation in the improvement and development of academic programs and resources, including recruitment.
4. Assigned instructional responsibilities and related preparation in accordance with Article XII.

#### B. Procedure

1. The President of the College or the President's designee shall annually evaluate each professional staff member, except as provided in Article 13.04, and shall consider only the components listed below. The results of the evaluation shall be applied in a uniform manner and shall be assigned the following weights:

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

2. Pre-Evaluation Conference

At the beginning of a professional staff member's appointment, the President of the College or the President's designee shall meet with the affected professional staff member for the purpose of developing that professional staff member's position description, which shall contain a list of duties and responsibilities and may include mutually agreeable work objectives, if appropriate. By July 1 of subsequent appointments, the President of the College or the President's designee and the affected professional staff member shall meet for the above purposes upon the request of either party. A meeting shall be scheduled if there are proposed changes in the position description, duties and/or responsibilities, and/or objectives. The President of the College or the President's designee shall upon request meet with a professional staff member during the evaluation year to discuss that professional staff member's progress.

3. Evaluation of Student Advisement and College Service

- a. The professional staff member shall submit to the President of the College or the President's designee documentation relating to performance of that professional staff member's duties

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and responsibilities, including but not limited to a log of student advisement, if appropriate, and college service activities by December 30 and May 30. A tenured professional staff member shall be required to submit only a log of student advisement and a list of college service activities performed during a non-evaluation year.

- b. The President of the College or the President's designee shall review the document(s) and prepare an evaluation of student advisement and college service as part of the summary evaluation, except for tenured professional staff members in a non-evaluation year. This individual may seek additional information from other sources.
4. Personnel File Review  
Only material placed in the file since the unit member's last summary evaluation can be used toward the current summary evaluation. As part of the summary evaluation, the personnel file shall be reviewed and the information therein considered.
5. The President of the College or the President's designee shall complete the summary evaluation

5. The President of the College or the President's designee shall complete the summary evaluation by February 1 of the first appointment and by June 1 of the first and subsequent appointments, except for tenured professional staff members during a non-evaluation year. The professional staff member shall receive a copy of the summary evaluation and shall have seven (7) working days in which to respond to the evaluation.
6. Post-Evaluation Conference  
The President of the College or the President's designee shall upon request meet and confer with the professional staff member to discuss the reasons for that professional staff member's evaluation within fourteen (14) days following the completion of said evaluation.

#### **13.04 Evaluation of Tenured Unit Members**