

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.