

## **PROFESSIONAL STAFF EVALUATION PROCESS – E-7**

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.

The Professional Staff Position Description E-7 Form shall be updated annually. If additional substantive and ongoing duties are assigned the E-7 shall be re-written within 30 days.

All E7's should be consistent with the classification specifications for the professional staff member's job title. Classification specifications for all MCCC job titles can be found at

<http://www.mass.edu/foremployees/classificationspecs/classspecs-mccc.asp>.

The E7 is a very important document and is the basis of the yearly evaluation and the 37 1/2 hour per week workload.

## STEPS IN DEVELOPING AND E-7

1. Download the specifications for your specific classification title. Please note that you may have an in-house title in addition to your official classification title. Both should be listed on the E-7 under Job Title.
2. Incorporate into the E-7 the specific specification items from the downloaded specifications that you perform. These should be listed under Job Description Item (Goal) using Roman Numerals.
3. Under each Job Description Item, list the *mutually agreed* to objectives using Capital Letters. Note that these objectives are listed only *if mutually agreed* to between the unit member and the immediate supervisor.
4. Under each Objective (if not mutually agreed and not listed, then under each Job Description Item) list the specific Activities/Methods you intend to utilize to accomplish each Job Description Item. Use Arabic Numerals as you list these items.
5. The E-7 shall be completed and placed in your personnel file upon your first appointment and by July 1 of subsequent appointments. Changes in the E-7 may be requested by the unit member and/or the immediate supervisor. Remember that you will be responsible for the completion of the E-7 and the E-7 should reflect a 37 1/2 hour workload. If there are additions to the existing E-7, then items should be deleted to be in compliance with a 37 /12 hour workload. If there are no changes in the E-7 from year to year, an E-7 should be placed in the file for each year with the appropriate dates for that particular E-7.
6. The E-7 is the basis for the summary evaluation.

**Also see the website created by the Professional Staff Committee at <http://mccc-union.info/up>**

**PROFESSIONAL STAFF POSITION DESCRIPTION**

**XIII- E7**

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Period Covered by this E7  
30, 20\_\_

July 1, 20 \_\_ to June

(Due July 1)

Professional Staff Member: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department/Work Area: \_\_\_\_\_

President or Designee: \_\_\_\_\_

Format the E7 as follows (use additional pages as necessary):

Job Description Item (Goal) [use I, II, III, ...]

Objective(s) (if appropriate and mutually agreed) Item(s) [use A, B, C, ...]

Activities/Methods Item(s) [are 1, 2, 3, ...]