

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES EVALUATIONS	Policy 3.3.2
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## **I. Employee Development Plans and Evaluations**

An employee development and evaluation process has been established to ensure relevant feedback between faculty and staff and the respective supervisors. This evaluation procedure is designed and intended to offer suggestions for improvement and develop strategies for the attainment of specific goals or the revision of related processes.

All employees will be evaluated annually. Each year, every full-time employee will have a pre-evaluation conference with his/her supervisor. An outcome of this conference will be a development plan to evaluate the performance of the employee and to develop strategies for improvement. The Personnel Office will be responsible for coordinating and monitoring the evaluation process and may implement a timeline for the evaluation process.

Development plans and evaluations will be retained in the personnel file.

Supervisors may only use evaluation instruments that have been approved by the Personnel Office. The President may use a different evaluation instrument and procedures when evaluating employees reporting directly to the President; however, these employees shall be evaluated annually.

In addition to the above, all curriculum employees may be evaluated by students through course evaluations.

## **II. President's Evaluation**

Each local board of trustees shall evaluate the performance of its president annually. The evaluation instrument and methodology shall be selected by the local board, but at a minimum, the evaluation shall include the following categories:

- A. General Administration
- B. Relationship
  - 1. Internal relationships with faculty, staff, students and trustees.
  - 2. External relationships with business and industry, the media, governmental bodies and the general public.
- C. Personal Attributes
- D. Personnel Administration
- E. Fiscal and Facilities Administration
- F. Academic Administration

Results of the President's evaluation shall be discussed with the President and a copy of the evaluation shall be placed in the President's personnel file.

Prior to June 30<sup>th</sup> each year, the Board shall submit, in writing, to the State Board a report of the President's evaluation with the following information:

- A. The time period for which the President was evaluated and the date the evaluation was completed;
- B. Description of the methodology used for the evaluation;
- C. Certification that the evaluation included a written assessment of the President's performance in each of the categories identified in Section I(A)-(F) herein;
- D. Certification that the full Board received a copy and discussed the evaluation results and the results were discussed with the President; and
- E. Certification that the full board received a copy of and reviewed the president's contract if they president has a contract;
- F. A listing of board members in attendance at the meeting when the president's evaluation was conducted; and
- G. Certification that appropriate action, as defined by the local board, has been taken if the President's performance is less than satisfactory in any of the categories identified in the evaluation.

If the president has a contract, local boards of trustees shall note in the meeting minutes that they have reviewed the president's contract.

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Legal Reference: 1C SBCC 300.2