

ARTICLE 16: FEEDBACK SURVEY AND PROFESSIONAL DEVELOPMENT

The feedback process is designed to improve the overall effectiveness of the College by assisting Unit Members in the growth and development of their professional abilities. To that end, the College District is committed to supporting the Unit Member in his/her development through professional learning opportunities.

16.1 Feedback Survey

The Feedback Survey will be conducted the first (1st) year of employment and every third (3rd) year thereafter.

16.2 The feedback survey will be completed by all full-time faculty, administrators, classified professionals and confidential employees who report directly to the Unit Member. In addition to the direct reports, a mutually agreed-upon input group of ten to twenty individuals will be selected by the Unit Member and the immediate supervisor. The individuals identified should include persons who are knowledgeable of the Unit Member's work, including full-time/part-time faculty, classified staff, and colleagues, and where appropriate, students and community members.

16.3 Human Resources will provide a list of direct reports to the Unit Member and immediate supervisor for verification prior to launching the survey. Upon receipt of the verified list of direct reports and mutually agreed upon list of individuals, Human Resources will distribute the survey. The surveys shall be completed and returned to Human Resources within ten (10) business days.

16.4 Once the survey results are compiled, they will be made available to both the supervisor and the Unit Member. The results of the survey shall be reviewed with the Unit Member and a professional development plan will be mutually developed and agreed upon, if appropriate. The extent to which the Unit member met the goals set forth in the Professional Development Plan shall be incorporated as a component of the evaluation forms negotiated between the District and SCCDAA.

16.5 If participation in professional development activities, including but not limited to trainings, workshops, and conferences, becomes part of a Unit Member's Professional Development Plan, the District will be responsible for providing access to such activities at no cost to the Unit Member. This includes paying the cost of the professional development activities and granting the Unit Member time during the regular working day to attend.

16.6 The survey results will be given only to the Unit Member and the immediate supervisor and shall not be used in an evaluation. The survey results may be used to inform the Unit Member's Professional Development Plan when needed. The results are the property of the Unit Member. A copy of the survey results will be retained in a sealed portion of the

Unit member's personnel file for two (2) years for use in legal matters, and shall be deleted/destroyed thereafter.

- 16.7 The feedback survey instrument is attached as Appendix A, 360 Degree Feedback Survey Form.