

ARTICLE 15: ADMINISTRATIVE EVALUATIONS

15.1 Purpose

The performance evaluation process gives the Unit Member and their supervisor an opportunity to formally review the Unit Member's job performance based on the Unit Member's duties and responsibilities. It is designed to assess accomplishments, communicate standards and expectations, set goals for future performance, and assist Unit Members in their professional development.

15.2 Union Representation

During the formal evaluation process, a Unit Member may request union representation.

15.3 Timeframe for Academic Unit Members

15.3.1 Initial evaluation: the Unit Member under their initial contract will be evaluated no later than January 31, or the seventh (7th) month of their contract. The Feedback Survey, outlined in Article 16, shall be conducted in the eleventh (11th) month.

15.3.2 The Unit Member completing their first and second year in an assignment will be evaluated annually at their twelfth (12) month and twenty fourth (24) month. Thereafter, the evaluation shall be completed every three (3) years.

15.3.3 An out-of-sequence evaluation of the Unit Member may be conducted if it is deemed necessary by the evaluating supervisor.

15.4 Timeframe for Classified Unit Members

15.4.1 Probationary Classified Unit Members: Progress evaluations shall be completed on or about the end of the third (3rd) and fifth (5th) month from the date of appointment to the probationary classification.

15.4.2 Permanent Classified Unit Members: After the progress probationary evaluation period, the Unit Member shall receive annual evaluations at their twelfth (12) month and twenty-fourth (24) month. Thereafter, the evaluation shall be completed every three (3) years.

15.4.3 An employee who is promoted, shall serve a probationary period of six (6) months in the higher salary classification position, and shall be evaluated as outlined in 15.4.1.

15.4.4 Pursuant to Education Code, Section 88013, a permanent employee who accepts a promotion and is released during probation for that promotional classification, shall be employed in the position from which he or she was promoted.

15.4.5 An out-of-sequence evaluation of the Unit Member may be conducted if it is deemed necessary by the evaluating supervisor.

15.6 Evaluation Process

15.6.1 Each Unit Member shall be evaluated by the Unit Member's immediate supervisor. The immediate supervisor is responsible for ensuring that the evaluation occurs according to the timeframe established. All evaluations should be reviewed by the next level supervisor.

15.6.2 The supervisor will schedule an evaluation conference with the Unit Member at which time the Unit Member's job performance is reviewed. Prior to the conference, the Unit Member may complete a self-evaluation and submit it to their supervisor within thirty (30) calendar days from the date of the supervisor's request. This timeline may be extended by mutual agreement between the employee and their supervisor. The supervisor will then complete their evaluation of the Unit Member. Both the self-evaluation and the evaluation completed by the supervisor will be discussed at the evaluation conference. The Unit Member shall electronically sign the evaluation to indicate that the conference took place. Signing the evaluation shall not necessarily indicate agreement with the evaluation. The Unit Member may attach a response to the supervisor's evaluation.

15.7 Evaluation Components

15.7.1 Self-Evaluation

Unit Members may complete a self-evaluation using the evaluation form in Appendix A. If a Unit Member fails to complete this component within the timeline outlined in provision 15.6.2, the evaluation process will continue without the Self-Evaluation.

15.7.2 Supervisor Evaluation

The immediate supervisor shall evaluate the Unit Member using the evaluation forms negotiated between the District and SCCDAA.

15.7.3 Evaluation Conference

15.7.3.1 The immediate supervisor shall schedule an evaluation conference with Unit Member.

- 15.7.3.2 Entire evaluation shall be discussed and reviewed.
- 15.7.3.3 Evaluation must be electronically signed by the Unit Member and the evaluating supervisor. Signing the evaluation shall not necessarily indicate agreement with the evaluation. The Unit Member may attach a response to the supervisor's evaluation.
- 15.7.3.4 All evaluations shall be reviewed by the next level supervisor.
- 15.7.3.5 Once the process is completed, a notification from the electronic performance management system used by the District shall be emailed to the supervisor, the Unit Member, and Human Resources. The Human Resources Office shall retrieve the signed evaluation form for filing in the Unit Member's personnel file.
- 15.7.3.6 An electronic copy of the evaluation shall be retrieved by the Unit Member within the electronic performance management system used by the District.

15.7.4 Rating

- 15.7.4.1 The rating rubric is a guideline for conducting evaluations and shall not be binding or grievable. The referenced rubric can be found in Appendix B.
- 15.7.4.2 Official copies of all completed Unit Members Evaluation Forms shall be permanently retained in the Unit Member's personnel file.

Administrator Evaluation Rubric

In order to provide the most consistent and objective ratings, the following definitions are provided:

Rating	Description
Exemplary (EX):	<p>The administrator's performance exceeds expectations and is consistently outstanding in all areas of position responsibility. In one or more of these areas, job performance is noticeably remarkable, superior, or noteworthy.</p> <ul style="list-style-type: none"> Significantly and consistently exceeds expectation(s) by producing a high quality and quantity of work.

	<ul style="list-style-type: none"> • Undertakes additional job functions/duties, through their own initiative, that further the goals of and make significant contributions to the department, division, and organization. • Is dependable, highly reliable and follows through on all provided or otherwise undertaken assignments and is effective in a variety of settings including one on one communications, writing skills, correspondence, and public situations. • Demonstrates exceptional in-depth knowledge of their job functions/duties and is highly recognized by others within the SWC community or within their area of expertise as an authority in their area of work. • Exhibits model behavior that exemplifies the values and qualities of the organization and that is worthy of emulation by supervisors/staff members. • Skillfully and in a highly reliable manner handles multiple and varied types of tasks with competing priorities. • Skillfully resolves conflict in the midst of differing opinions by creatively developing a compromise within competing interests. • Exhibits teamwork or is a team player in varied settings and influence others to work collaboratively to bring about a positive impact while furthering the goals of the department, division and organization.
Very Good (VG):	<p>The administrator's performance consistently fulfills the job requirements and exceeds expectations in all areas of responsibility and the quality of work was excellent.</p> <ul style="list-style-type: none"> • Routinely meets and exceeds expectations and role requirements by producing a high quality of work on a consistent basis. • Possesses full knowledge of their job functions/duties, as well as other related aspects of the department, division, and organization, with the ability to explain and articulate such aspects clearly to others. • Is dependable, highly reliable and follows through on all assignments. • Is recognized by peers, managers, students and other customers/personnel as collaborative, skilled, and reliable. • In representing the department, division or organization, effectively interacts with peers, managers, colleagues, other staff, students, parents, and the public. • Consistently exhibits model behavior that exemplifies the values and qualities of the organization.
Meets Expectations	<p>The administrator's performance consistently meets job requirements, is sound and reliable; produces results consistent with expectations; fulfills management standards of the District. The administrator understands and demonstrates the knowledge and skills necessary for performing the job duties.</p> <ul style="list-style-type: none"> • Competently performs job functions/duties on a day to day basis and regularly meets expectations and job description requirements with some tasks performed beyond expectations. • Consistently demonstrates full knowledge of their job functions/duties.

	<ul style="list-style-type: none"> • Is recognized by peers, managers, students and other customers/personnel as collaborative, skilled, and reliable. • Regularly interacts effectively with peers, managers, colleagues, other staff, students, parents, and the public. • Exhibits teamwork or is a team player in varied settings and works collaborates with others.
Needs Improvement (NI):	<p>The administrator's performance does not consistently meet the job requirements; is deficient in one or more areas of position responsibility and falls short of achieving primary goals and objectives. A plan for development or additional experience on the job is needed to achieve good, solid performance. This rating must be substantiated by supporting observations and examples and the evaluator must provide specific recommendations for improvement.</p> <ul style="list-style-type: none"> • Assignments/tasks are not consistently completed timely and accurately even when provided additional training and/or time extensions. • Inconsistently demonstrates the skills and abilities to perform job functions/duties or responsibilities satisfactorily. • Demonstrates minimal initiative to improve performance on a consistent basis. • Requires frequent supervision on routine activities due to low performance or skill level even when provided additional coaching and training opportunities. • Engages in less effective or less than positive interactions with peers, colleagues, management, students or members of the community.
Unsatisfactory (U):	<p>The administrator's performance consistently fails to meet the job expectations. Improvement is essential to continued employment in the position. This rating must be substantiated by supporting observations and examples and the evaluator must provide specific recommendations for improvement.</p> <ul style="list-style-type: none"> • Consistently fails to competently complete their assignments/tasks and consistently fails to produce quality work product even when provided additional training and/or time extensions. • Consistently fails to meet expectations and job description requirements. • Works below minimum standards, with inconsistent productivity. • Fails to possess full knowledge of their job functions/duties. • Ineffectively interacts with peers, managers, other staff, students, parents, or the public. • Takes little or no initiative, even with prompting to improve their performance.
Not Applicable or Observed (NA/O):	<p>This rating is given when the rating factor does not apply or when job performance has not been observed.</p>

