



PERSONNEL

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NAME: PERFORMANCE MANAGEMENT POLICY

PURPOSE:

Performance management is the establishment of performance expectations with employees to gain a better understanding of each individual's abilities and to assist employees to develop to their full potential and enable them to offer the best service possible to our students. Performance management is a process by which supervisors and employees work together to plan, monitor and review an employee's work objectives and overall contribution to the college. This process signals to employees what is important in the organization, ensures accountability for behavior and results and is designed to support employees in efforts to improve. Thus, the focus is primarily developmental. Performance management is not a single event; rather it is an ongoing process of setting objectives, assessing progress and providing ongoing coaching and feedback to ensure that employees are meeting objectives and goals.

RESPONSIBILITY:

In-scope supervisors and respective Directors

DEFINITIONS:

In-scope Employee – any employee who meets the minimum requirements to be within the scope of the Collective Bargaining Agreement or the Staff Agreement

Permanent Employee – any in-scope employee who has successfully completed the probationary period on initial employment, as outlined in the Collective Bargaining or Staff Agreement

Probationary Employee – any in-scope employee who has not yet completed a probationary period on initial appointment

Course Evaluations – student surveys

POLICY:

1. The assessment cycle runs consistent with each fiscal year, that is, July to June, and comprises at minimum a work plan, course evaluations and performance reviews. This cycle repeats itself each subsequent year. Performance reviews and new work plans should be completed by September 30 of each fiscal year.
2. Work plans will be developed consistent with the department work plan, which in turn has been developed within the context of the overall Strategic Plan.
3. In general, performance management includes the following:

Instructors:

- a. Teaching effectiveness
- b. Curriculum development, classroom management and extra teaching duties

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- c. Other college professional responsibilities such as committees or student consultation

Administration and Educational Assistants:

- a. Work priorities, performance requirements and college expectations
- b. Alignment of individual and unit objectives
- c. Other college professional responsibilities such as committees or community involvement

Performance Management Content and Structure:

At minimum, the content and structure of work plans and performance reviews shall include:

- a. Work plan:
 - i. Goals and objectives
 - ii. Strategies and expected outcomes
 - iii. Learning and professional development objectives
- b. Performance reviews:
 - i. Results or outcomes
 - ii. Learning and professional development plan results
 - iii. Overall assessment
- c. Course evaluations (for instructors only)
 - i. At least one per term within each academic year (except for probationary instructors)
- d. Unsatisfactory evaluations on performance reviews will result in the development of a corrective action plan in consultation with the employee, immediate supervisor and responsible Director

Performance Management for Probationary Employees:

- Criteria, guidelines, structure and format for assessments will apply to probationary employees.
- Probationary employees will be evaluated at least once within the probation period, including course evaluations, typically at the end of each semester.
- Departments are encouraged to provide additional supports during the probation year, such as added guidance and feedback from a supervisor, or a mentoring senior instructor, to ensure successful completion of probation.
- The supervisor, region manager, or director reserves the right to call for review at any time during probation, and to compile evaluation data.