

CHAPTER 6 EVALUATION

CYCLE OF EVALUATION

- 6.1 The performance of all new hire administrators, and regular administrators on a one-year contract, shall be evaluated at least annually. Evaluations shall be conducted using the Standard Evaluation, which includes Multi-Rater feedback.
- 6.2 Regular administrators with a contract of more than one year shall be evaluated at least once every 24 months. Evaluations shall be conducted using the Standard Evaluation, which includes Multi-Rater feedback.
- 6.3 Temporary administrators shall be evaluated at least annually using the Standard Evaluation for the first two years. Subsequent evaluations may be conducted using the 24-month cycle.
- 6.4 Off cycle evaluations may be conducted more frequently to provide interim feedback on performance. In this case, the evaluation may be conducted using either the Abbreviated Evaluation or the Standard Evaluation, at the discretion of the evaluating supervisor.

CYCLE OF EVALUATION	Contract Period 1	Contract Period 2	Contract Period 3	Contract Period 4	Off Cycle at any time (optional)
<i>Administrator Status</i>					
New Hire	Standard	Standard	n/a	n/a	Abbreviated or Standard
Temporary	Standard	Standard	n/a	n/a	Abbreviated or Standard
Temporary Grant/Categorical	Standard	Standard	<i>Optional</i> Abbreviated or Standard	Standard	Abbreviated or Standard
Regular (24-Month Contract)	See New Hire	See New Hire	Year 1 of 24 Month Contract <i>Optional</i> Abbreviated or Standard	Year 2 of 24-Month Contract* Standard	Abbreviated or Standard
Regular (12-Month Contract)	See New Hire	See New Hire	Standard	Standard	Abbreviated or Standard

*Evaluations then continue every 2 years ongoing.

PURPOSE AND TYPES

6.5 A performance evaluation is normally initiated by the supervisor and conducted during the regular evaluation cycle. An administrator may request an optional evaluation be conducted at any time in addition to the regular evaluation cycle; however, completion of an optional evaluation shall be at the discretion of the supervisor. The performance evaluation process is designed to improve the overall operation of the organization and to assist the administrator in the growth and development of professional abilities, as well as to identify strengths and challenges. The evaluation process promotes and supports appropriate management and leadership skills and assures that administrators have goals which are in line with the overarching goals of the Foothill-De Anza Community College District.

6.5.1 Standard Evaluation: The Standard evaluation shall include Multi-Rater feedback on Professional Characteristics in addition to the evaluation categories of Position Responsibilities and Annual Goals and Objectives and shall include Multi-Rater feedback from a broad-based, sufficiently large, and representative group of responders who are familiar with the work of the administrator. Responses shall be actively sought from supervisors, faculty, classified staff, peer administrators, and students, when relevant. Where deemed appropriate, input may also be requested from person(s) outside the campus community. In addition, the supervisor may request the administrator to complete a self-evaluation, which may include a professional development plan.

6.5.2 Abbreviated Evaluation: The Abbreviated Evaluation includes feedback in two categories: Position Responsibilities, and Annual Goals and Objectives. In addition to this evaluation, the supervisor may request the administrator to complete a self-evaluation, which may include a professional development plan. The supervisor and administrator will also review progress in addressing any challenges noted in the most recent evaluation.

CATEGORIES INCLUDED IN EACH EVALUATION	Standard Evaluation	Abbreviated Evaluation
Position Responsibilities	X	X
Annual Goals and Objectives	X	X
Multi-rater Feedback on Professional Characteristics	X	
Self-Evaluation	X (Optional)	X (Optional)

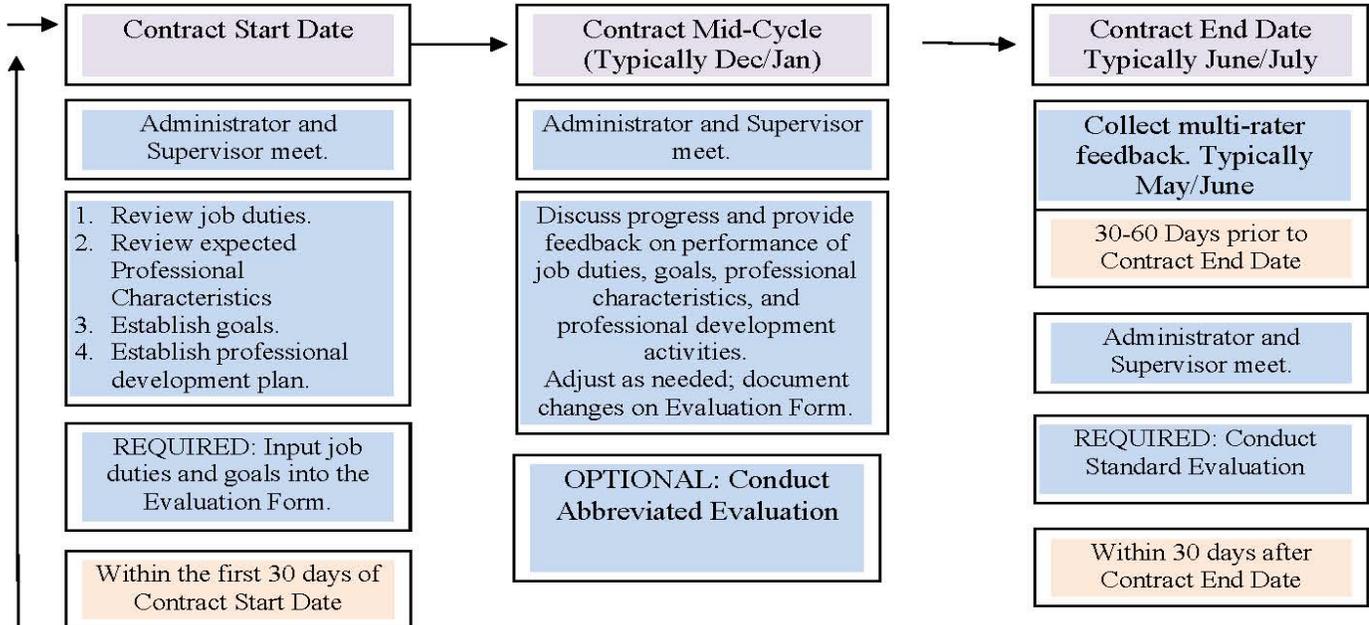
PROCESS:

- 6.6 Evaluations shall include the following steps, although timelines may vary depending on the position, administrator or supervisor needs, and start date in the position. Depending on the start date, a new administrator may have the first, and possibly second, evaluation outside of this schedule. Please also see AMA Evaluation Flowchart located on the last page of this Chapter.
- 6.7 Evaluations shall be completed in accordance with the following cycle:
- 6.7.1 At the beginning of employment and on or around the beginning of each fiscal year thereafter the supervisor will meet with the administrator to review major job functions and responsibilities, establish goals and objectives for the upcoming review period, and establish a professional development plan, if requested, for the next academic year.
 - 6.7.2 Mid-cycle, in December or January for annual evaluations, or during the start of each alternating non-evaluation year of a multi-year contract, the administrator and supervisor will meet to review performance, progress toward goals, and progress on the administrator's professional development plan (if one was requested). Adjustments to job expectations and performance standards may be made, as needed.
 - 6.7.3 For each Standard Evaluation review, the supervisor will send the evaluation form to the multi-rater participants in the process. Multi-rater feedback is usually requested towards the end of the academic year, typically in or around May.
 - 6.7.4 Between June and August the supervisor shall complete the performance evaluation and meet with the administrator to review and discuss.
 - 6.7.4.1 The supervisor shall discuss the evaluation with the administrator who will have an opportunity to review the evaluation content, before the evaluation is forwarded to the second-level reviewer.
 - 6.7.4.2 Following discussion and the administrator's signature and comment, the evaluation shall be forwarded to the assigned second level reviewer for review, optional comment, and signature.
 - 6.7.4.3 Following the second level reviewer's signature, the evaluation shall be forwarded to the administrator for signature and comment/response.
 - 6.7.4.4 Following the administrator's signature, the evaluation shall be forwarded to the District Office of Human Resources for recordkeeping.

- 6.7.4.5 Concurrent with or immediately following conclusion of the evaluation, the supervisor and administrator shall review major job functions and responsibilities, review and establish goals and objectives, and establish a professional development plan, if one is requested, for the next evaluation review period.
- 6.8 Nothing in these procedures prevents a supervisor from conducting, or an administrator from requesting, an additional Standard Evaluation or Abbreviated Evaluation, at any time or outside this cycle of evaluation. Conducting an optional evaluation shall be at the discretion of the supervisor.
- 6.9 Educational administrators who have a teaching assignment as a part of load will be evaluated for teaching effectiveness on an annual basis for the first two years and once every three years thereafter in accordance with the evaluation instrument used for full-time faculty.
- 6.10 The employee shall have ten (10) business days for the opportunity to review, respond, and sign the evaluation following receipt of the final evaluation from the first and second level reviewer. If the employee fails or refuses to complete their review and signature, the evaluation shall be forwarded to the second level reviewer or to the District Office of Human Resources for filing. All evaluations must be signed by the administrator prior to being placed in the district personnel file. If an administrator refuses to sign an evaluation, the evaluation shall be placed in the file with a record of the refusal.
- 6.11 All completed evaluations shall be submitted to the District Office of Human Resources and retained in in the administrator's official personnel file.

AMA Evaluation Flowchart

ONE-YEAR CONTRACT (New Hire (First Two Years), Temp/Grant-Funded (First Two Years), and Other One-Year Contracts)



TWO-YEAR CONTRACT (Regular Administrators with Two-Year Contracts and Temp/Grant Administrators Employed Beyond Two Years)

