

1.0 Management Evaluation Process

- 1.1 These regulations shall apply to all managers except for the Chancellor and District Officers.
- 1.2 The Chancellor shall establish an annual evaluation process for District Officers and provide annual reports to the Board.

2.0 General Guidelines

- 2.1 New or reassigned managers shall be evaluated each year for the first two years. After two years, evaluations shall occur at least once every three years.
 - 2.1.1 Nothing in these procedures shall prevent a supervisor from conducting an additional evaluation.
- 2.2 All evaluations shall be completed by February 15.
- 2.3 Confidentiality shall be maintained by all parties to this process. The contents of all documents shall remain confidential.
- 2.4 Performance evaluations shall be based on performance of job duties, success in meeting goals and objectives, leadership, human relations, communications, personal managerial qualities, and other appropriate criteria.
- 2.5 The responsibility for the process rests with the primary evaluator who is the immediate supervisor of the manager being evaluated.
 - 2.5.1 Any primary evaluator supervising more than five managers may designate another manager to assist with the process.
- 2.6 Because of the variety of assignments and duties among managers, comparisons among and between managers will not be part of the evaluation process.

3.0 Progress Report

- 3.1 All managers shall receive written progress reports annually.
- 3.2 The intent of the progress report is to provide the manager with feedback on the manager's performance in a more streamlined manner than in the performance evaluation setting.
- 3.3 The progress report shall include a discussion of the level of achievement of goals and objectives for the preceding year and goals and objectives for the upcoming year.
- 3.4 The primary evaluator may seek input from other staff as part of the progress report.

4.0 Performance Evaluation Components

4.1 Performance Evaluation Surveys

- 4.1.1 Survey forms shall be provided by District Personnel Services.
- 4.1.2 By mutual agreement of the supervisor and manager, items may be added to the survey to reflect special circumstances or unique assignments.
- 4.1.3 Except for Section 4.1.6.3 below, the audience for the survey will be mutually agreed upon by the supervisor and manager and will be distributed to a sample of persons served by the manager and his or her office.
- 4.1.4 The determination of the audience to be surveyed shall include any recommendations from the peer committee if one is used.
- 4.1.5 The audience shall be provided with relevant goals and objectives for the manager being evaluated.
- 4.1.6 Guidelines for audience to be surveyed are:
 - 4.1.6.1 Surveys may be distributed to other managers, faculty, and classified staff.
 - 4.1.6.2 College managers who interact on a regular basis with District staff shall include District staff. District managers who interact on a regular basis with college staff shall include staff at all colleges.
 - 4.1.6.3 Deans shall include all full-time area faculty, all regularly employed area classified staff, and a sampling of part-time faculty from the area, approximately 10 percent (10%), if possible.
 - 4.1.6.4 Vice Presidents, Associate Vice Presidents and Directors shall include other managers and staff with whom they regularly interact.
- 4.1.7 The immediate supervisor shall be responsible for conducting the manager's survey, but the supervisor may designate another manager to distribute the survey with the approved cover memo and summarize the results. The surveys and ScanTron forms will be returned to the office of the supervisor where the survey ratings and written comments will be summarized.
 - 4.1.7.1 The ratings may be categorized separately by employee groups (classified, faculty, management) if five or more responses are received from each of the groups; otherwise, the ratings will be combined into one category.

4.2 Self-evaluation

The manager's self-evaluation shall consist of the following:

4.2.1 Completion of the survey form by the manager

4.2.2 A narrative with respect to the manager's job performance based on job description, achievement of annual goals and objectives, and assignments.

4.3 Completed Final Evaluation Form

4.3.1 The final evaluation form shall be completed by the primary evaluator based on the survey, the self-evaluation, and the primary evaluator's own findings. If a peer committee is used (see Section 5.0 below), the committee's input shall also be utilized.

4.3.2 The final evaluation form shall include a discussion of the level of achievement of goals and objectives.

4.3.3 Recommendations shall be accompanied by specific suggestions for improvement and, where appropriate, shall include management development activities such as mentoring, workshops, job shadowing, conferences, etc.

4.4 Statement of Goals and Objectives

4.4.1 Each performance evaluation shall contain a statement of goals and objectives for the upcoming year.

4.4.2 Goals and objectives should establish measurable targets.

4.4.3 To the extent possible, the goals and objectives, to be evaluated, shall be consistent with goals and objectives developed by the manager for college and/or district wide planning.

5.0 Peer Committees

5.1 The performance evaluation process may include the use of a peer evaluation committee at the option of either the primary evaluator or the manager. The committee will be chaired by the primary evaluator and will include two additional managers, one to be selected by the manager and one by the primary evaluator.

5.1.1 A peer is defined as any manager below the level of college president, vice chancellor or provost. If possible, peers should be in a similar position at the same level as the manager.

5.1.2 If possible, the peer committee should retain the same membership for the first two evaluation years of a new or reassigned manager.

5.1.3 The selected peers should be sensitive to issues of diversity.

6.0 Performance Evaluation and Progress Reports Timelines

- 6.1 Performance evaluations shall be completed no later than March 1st.
- 6.2 Progress reports shall be completed no later than December 1st. Managers hired after August 1 of any year shall receive their first progress report no later than 120 days after their first day of work and on December 1st each year thereafter.

(Formerly P-9131)

LRCCD

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