

Glendale Community College Academic Management Evaluation Process

I. Frequency

This evaluation procedure will be used for all administrative evaluations, exclusive of the Superintendent/President. Each administrator will be evaluated using this process once every three years, unless it is determined by the appropriate supervising administrator that more frequent evaluations will benefit the employee and the institution.

II. Committee Composition

The Glendale College Academic Senate and the Glendale College Guild will jointly appoint one Glendale College faculty member deemed to have knowledge regarding the performance of the manager being evaluated. This faculty appointment will be mutually acceptable to the evaluatee. The CSEA will appoint one representative deemed to have knowledge regarding the performance of the manager being evaluated, also mutually acceptable to the evaluatee. The specified manager will also select one representative.

III. Evaluation Components

The evaluation is composed of the Academic Management Feedback Form completed by the committee members, the evaluatee's accomplishments and the current short term and long term objectives completed by evaluatee, and the management evaluation form completed by the supervisor.

IV. Process

The appropriate supervising administrator will provide the committee and the evaluatee with the current Job Description as provided by Human Resources.

The accomplishments and the current "short-term and long-term objectives" as developed by the evaluatee will be submitted to the appropriate supervising administrator for review.

The evaluatee will review the current Job Description provided by Human Resources and determine if the description matches the tasks performed over the three year review period. If the evaluatee feels that there is a major discrepancy between his/her actual duties and those enumerated in

the current Job Description he/she will provide a one (1) page explanation of the differences to the appropriate supervising administrator for review and possible revision of the Job Description.

The members of the Committee will complete the Academic Management Feedback form and meet with the evaluatee to discuss the enumerated ratings.

The immediate supervisor will complete the Management Evaluation Form.

The immediate supervisor will meet with the evaluatee to review the Committee's ratings on the Academic Management Feedback form and discuss the evaluatee's performance based on the duties outlined on the job description, the accomplishments and the current "short-term and long-term objectives" as developed by the evaluatee and review the information on the Management Evaluation Form.

The immediate supervisor will forward a copy of the Management Evaluation Form to the Associate Vice President of Human Resources for placement in the evaluatee's personnel file. The evaluatee may write a response to the evaluation to be placed in his/her file.

V. Appeal Process

The Evaluatee

1. Within ten (10) working days of receiving the final evaluation report, the evaluatee will submit a response in writing to the immediate supervisor identifying areas of disagreement in the evaluation and send a copy to Human Resources.
2. Within ten (10) days of receiving the evaluatee's response to the evaluation report, the immediate supervisor will schedule an appeal conference with the evaluatee for further discussion. If not resolved, the evaluatee may appeal the final evaluation to the Superintendent/President.