ADMINISTRATIVE REGULATION 7150

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

EVALUATION OF MANAGEMENT TEAM MEMBERS

The evaluation of employees is an important responsibility of management personnel. It is imperative that evaluations be accomplished with adherence to the procedures established by Human Resources.

I. The primary goal of an evaluation is the improvement of performance. Evaluations, including dates, discussion, and recommendations shall be confidential and shall be released only on a "need to know basis."

II. Management personnel shall be evaluated annually.

   A. Managers on Contract: Evaluations for managers on contract will be due on October 1 for the previous fiscal year (July 1 through June 30) or as otherwise provided in the manager's contract.

   B. Managers Not on Contract: Annual evaluations for managers not employed by a contract are scheduled to be completed 60 days after their anniversary month.

   C. Additional evaluations, including "360" evaluations, may be required at any time for any manager at the request of the Chancellor, vice chancellor, president, vice president, director, dean, executive director, or immediate supervisor.

III. There are two types of assessments: the standard assessment and a "360" assessment.

   A. The standard assessment includes competencies and goals and is conducted between the supervisor and the employee annually. Standard assessments are required for all management personnel.

   B. The "360" assessment is a process by which the manager's colleagues, subordinates, and appropriate parties provide performance feedback as part of, and in addition to, the standard assessment process. A "360" assessment is required to take place during the spring semester of the evaluation year prior to the expiration of the term of the contract. Individuals chosen in this process to assess the employee manager shall have worked with the individual within the department/division, on committees, in workgroups, and/or directly with the individual in another work-related capacity so the assessment is viable and may be used to constructively evaluate the employee.

      1. Managers on Contract: The positions listed below and the process to determine the list of individuals will be according to the following chart:

	Vice Chancellor	President	Vice President	Dean
Mandatory Contributors:				
Faculty Association President	1	1	1	
Academic Senate President		1	1	1
CSEA President	1	1	1	1
Classified Senate President		1	1	
Vice Chancellors	2	3		
Vice Presidents		3	2	
Deans/Directors[1]		5	3-5	
College President	2	1		
ASB President		1		
Voluntary Contributors:				
Evaluatee's Selection[2]	10	10	10	10
Evaluator's Selection[2]	10	10	10	10
Total	26	37	29-31	22

[1] Selection of deans and directors shall be made by the Evaluator.

[2]Selection will be from colleagues and subordinates and shall include representatives from employee groups supervised by the evaluatee and relatively proportional to the makeup of units in the reporting area. The evaluatee and the evaluator will coordinate to ensure there is no duplication of survey participants.

2. Managers Not on Contract: When determined by the evaluatee's manager that a "360" evaluation is warranted, selection will be from colleagues and subordinates and shall include representatives from employee groups supervised by the evaluatee and relatively proportional to the makeup of units in the reporting area. The evaluatee and the evaluator will coordinate to ensure there is no duplication of survey participants. The evaluatee and evaluator shall each select 10 participants.

IV. Evaluation Process

A. Human Resources will initiate all evaluations in the Enterprise Resource Planning (ERP) system.

B. Managers will complete a self-evaluation of their goals and competencies.

C. "360" assessment:

1. The "360" assessment shall be sent from Human Resources at the direction of the evaluatee's manager. All responses will be returned to Human Resources for compilation. Individual responses will remain confidential from the evaluatee and the evaluatee's supervisor.

2. Managers on contracts will have a “360” assessment in alignment with their contract renewal date.
3. Additional evaluations, including “360” assessments, may be required at any time at the request of the Chancellor, vice chancellor, president, vice president, director, dean, executive director, or immediate supervisor.
4. The “360” assessment will be conducted by additional reviewers as described in section III.B. to provide direct and relevant input regarding competencies. Hearsay statements, rumors, or information from anonymous sources shall be excluded from the evaluation process.
5. After the 360 assessment is completed in the performance management system, the results shall be made available to the evaluatee’s manager for consideration in the performance evaluation. The manager of the evaluatee shall share the results of the 360 assessment with the evaluatee unless otherwise directed by the Vice Chancellor of Human Resources. Should the manager have any specific concerns as to whether or not all or part of the 360 assessment should be shared with the evaluatee, they shall seek guidance and direction from the Vice Chancellor of Human Resources.

D. The immediate supervisor shall complete the evaluation on the designated District form and meet and review it, along with the results of any “360” assessment, with the employee.

E. The evaluation shall include a process of goal setting for the next year, as well as an assessment of accomplishment of goals that were set for the evaluation year.

F. Comments on any “Exceptional Contributions” or any “Areas for Improvements” shall be included in the evaluation.

G. For any “Requires Improvement” rating there shall be a remediation plan or suggestions provided by the supervisor for the area evaluated.

H. The evaluation shall be approved by the appropriate vice president, president, or vice chancellor then provided to Human Resources.

The Chancellor’s direct reports’, including the vice chancellors and college presidents, evaluations and “360” assessments shall be handled solely by the Chancellor.

I. Human Resources will monitor and report on the status of all evaluations.

V. Evaluation of Diversity, Equity, Inclusion, and Accessibility (DEIA)

The evaluation shall incorporate DEIA focused competencies and a commitment to a caring culture that demonstrate an employee’s ability to work and lead effectively in a diverse environment that celebrates and promotes inclusion and help move the college and District toward its goals and targets in diversity, equitable achievement, inclusiveness, and access in support of students.

VI. "360" Assessment Timeline

A. Human Resources determines which managers' contracts expire the following year and are due for an evaluation with a "360" assessment by October of the current year.

B. Human Resources will notify the appropriate evaluators beginning January 15.

C. Evaluators will provide the list of reviewers to Human Resources by February 15.

D. Human Resources will send the "360" assessment instrument to the selected reviewers on March 15 with a return date of April 15.

E. Human Resources will compile the responses and provide a summary to the supervisor by June 15.

References:

Accreditation Standard 3.3