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**San Bernardino Community College District**  
**Administrative Procedure**  
Chapter 7 – Human Resources

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**AP 7150 EVALUATION**

*(Replaces current SBCCD AP 7251)*

All management employees shall be evaluated in accordance with these procedures and BP 7150 titled Evaluation.

**Frequency of Evaluation**

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

Interim Manager assignments will be evaluated during the first year and annually thereafter if the assignment is greater than one semester in length. Evaluations may be held on a more frequent basis as appropriate.

**Goals/Objectives**

Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that employee evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The immediate supervisor of the employee who is to be evaluated will receive an email directly from HR notifying the supervisor that an evaluation is due.
2. The evaluating supervisor's manager will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to HR within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

43 **Evaluation Committee**

44 By the first day of the 3<sup>rd</sup> month of assignment, the supervisor and employee will meet  
45 to initiate the evaluation process.

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47 In the case of campus-level managers, the committee shall include the immediate  
48 supervisor as chairperson, one manager appointed by the President, one faculty  
49 member appointed by the Academic Senate, and one classified employee appointed by  
50 CSEA. In each case, the manager will nominate three individuals from each category,  
51 (management, faculty and classified), from which the appointments shall be made.

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53 In the case of the College Presidents, the committee shall include the immediate  
54 supervisor as chairperson, one manager appointed by the Chancellor, two faculty  
55 members appointed by the Academic Senate, and one classified employee appointed  
56 by CSEA as appropriate to the campus. In each case, the President will nominate three  
57 individuals from each category, (management, faculty and classified), from which the  
58 appointments shall be made.

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60 In the case of the district-level managers, the committee shall include the immediate  
61 supervisor as chairperson, one manager appointed by the Chancellor, one faculty  
62 member appointed by the Academic Senate at San Bernardino Valley College, one  
63 faculty member appointed by the Academic Senate at Crafton Hills College, and one  
64 classified employee appointed by CSEA. In each case, the manager will nominate three  
65 individuals from each category, (management, faculty and classified), from which the  
66 appointments shall be made.

67  
68 **Campus/District Survey**

69 As appropriate to the assignment, the committee shall seek written feedback from the  
70 campus and/or district community. In obtaining this feedback, the committee shall use  
71 an evaluation form approved by the Board of Trustees. Using the approved form, the  
72 committee shall seek input from applicable managers, faculty, classified staff and any  
73 others who are in a position to know how effectively the manager is performing  
74 assigned responsibilities. To assist in this task, the manager will provide the committee  
75 with a preliminary list of those with whom he/she interacts with on a regular basis.  
76 Responses on the approved form shall be signed, and the committee shall prepare a  
77 consolidated summary of the ratings and comments. Original survey documents will be  
78 destroyed once the consolidated summary is prepared. A copy of the consolidated  
79 summary will be made available to the manager at the conclusion of the evaluation  
80 procedure.

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82 **Evaluation Committee Meeting**

83 Prior to the evaluation conference, the person being evaluated will submit to the  
84 supervisor a written self-evaluation of his/her performance, which shall be based on the  
85 approved job description and previously established, mutually agreed upon goals and  
86 objectives. The employee may submit a portfolio of representative work, or any other  
87 items he/she considers appropriate.

88

89 The supervisor and the evaluation committee will meet to consider the self-evaluation,  
90 the campus/district survey, and any additional material submitted by the manager. The  
91 committee may consider any other documents or information sources which they agree  
92 are appropriate.

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#### 94 **Evaluation Report**

95 The committee will produce a written evaluation report within two months following the  
96 start of the evaluation process. The report shall include:

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98 1. A summary of duties from the job description, which shall serve as a basis for the  
99 evaluation.

100 2. A summary list of the goals and objectives from the prior year that have been  
101 mutually agreed upon by the manager and his/her supervisor.

102

103 3. An assessment of the extent to which the manager meets his/her stated goals  
104 and objectives.

105

106 4. An assessment of the management and leadership strengths of the manager.

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108 5. The identification of any areas in which the manager can improve his/her  
109 performance or management skills.

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111 The written report shall specify one of the following:

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113 1. Commendation for superior performance;

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115 2. Confirmation of satisfactory performance;

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117 3. Recommendation for improvement and/or further evaluation as indicated by  
118 unsatisfactory performance.

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120 The evaluation record shall be read and signed by the manager, the immediate  
121 supervisor, and the responsible evaluators before being placed in his/her file. The  
122 manager shall receive a copy of the evaluation report, and will have an opportunity to  
123 attach a written response within fifteen working days. The response may offer  
124 clarification, additional information, or a rebuttal, as the person being evaluated may  
125 wish.

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127 An official file of evaluation reports shall be maintained in the District Human Resources  
128 Office. Evaluation reports shall not be retained in the file beyond a four-year period if  
129 the manager requests that they be expunged.

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131 There will be only two copies of a completed evaluation. One copy will remain in the  
132 possession of the manager being evaluated and the original will become a part of the  
133 official file in the Human Resources Office.

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135 **Procedures in the Case of Unsatisfactory Performance of Responsibilities**  
136 When a manager's performance is judged unsatisfactory, corrective measures will be  
137 initiated. The manager shall develop a work plan with measurable goals, objectives and  
138 a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed  
139 and approved by the immediate supervisor (or Board of Trustees, in the case of the  
140 Chancellor) who shall be responsible for monitoring and assisting the manager with the  
141 corrective measures. If desired, the immediate supervisor will work with the manager to  
142 identify a mentor to provide guidance and advice.

143  
144 In order to ascertain the extent to which corrective measures have succeeded, the re-  
145 evaluation of the manager shall be undertaken as soon as deemed appropriate by the  
146 supervisor, but in no case later than six months after the initial findings of the evaluation  
147 committee. The re-evaluation process shall include the submission of new goals and  
148 objectives to the immediate supervisor, the formation of a new evaluation committee,  
149 the collection of new survey data, and the preparation of an updated evaluation report  
150 that assesses the progress (or lack of progress) made since the last evaluation.

151  
152 **Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**  
153 In the case of unsatisfactory progress following re-evaluation, managers shall be  
154 notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the  
155 Board of Trustees in accordance with the Education Code.

156  
157 Classified employee evaluations will be conducted in accordance with the Agreement  
158 between the District and the Chapter of the California School Employees' Association.

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160 Confidential employee evaluations will be conducted every three months for the first  
161 nine months of service, then every two years thereafter.

162  
163 Faculty, full and part-time, evaluations will be conducted in accordance with the  
164 Agreement between the District and Chapter of CCA/CTA/NEA.

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166 Additional documents related to evaluation can be reviewed on the Human Resources  
167 webpage.

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169 Also see BP/AP 2435 titled Evaluation of the Chancellor  
170 **Reference:** Accreditation Standard III.A.5 (formerly III.A.1.b)  
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