

# Procedure: Performance Management



## **Performance Management**

All full-time and part-time employees of Columbus Technical College will be evaluated on their performance on an annual and interim basis.

The form(s) used for the evaluation procedure will vary according to the individual employee's position. The evaluation forms provided below will be used for evaluation on an annual and interim basis and must be submitted to Human Resources (HR) accordingly. All evaluations are retained in HR. Annual evaluation forms have an optional self-rating section, to be used at the supervisor's discretion.

- Faculty Evaluation Form (Full-time)
- Exempt and Nonexempt Staff Evaluation Form (Full-time and Part-time)
- Adjunct Instructor Observation Evaluation Instrument (Academic Affairs)
- Adult Education Instructional Observation Monitoring Tool
- Mid-Year Staff Evaluation (Full time)
- Mid-Year Supervisory Evaluation (Full time)
- Faculty Classroom Observation Monitoring Tool

### **Applicability:**

This procedure applies to all full and part time employees of Columbus Technical College.

### **Procedure:**

- The performance evaluation period begins on July 1 and ends on June 30 of the following year
- Annual Performance Evaluations must be completed and submitted to HR by June 30 of each year

Employees hired after March 30 are exempt from the evaluation process for that year

- Ratings of competencies range from 1-5: Outstanding 5, Exceeds Expectation 4, Meets Expectation 3, Needs Improvement 2, and Unsatisfactory 1
- Use of self-rating sections of Annual Performance Evaluations is encouraged, but optional, at the discretion of the supervisor
- When used, self-rating sections of Annual Performance Evaluations must be consistently applied to all employees within that department or division

- Employees should have a performance plan, which is the Performance Evaluation document, in place within 45 calendar days of the employee being placed in a new job or the beginning of a new performance period
- A performance plan may be modified at any point during the performance period and must be modified when new responsibilities or expectations are added with employees being informed of substantive changes within 15 calendar days of the change
- Employees may request a review of their performance plans by contacting the director of HR in writing if they consider the expectations to be non-job-related or unachievable
- Annual Performance Evaluation averages total score for each Core Competency and averages overall scores for evaluation
- Failure to meet Critical Objectives will prevent a Performance Base Increase
- All sections must be completed to include Comments, Overall Comment Summary and Action Plan
- Interim Evaluations must be completed each year in the form of a classroom observation monitoring tool or mid-year evaluation tool
- Interim Evaluations must provide enough detail and examples to clearly communicate to employees what changes are needed, if any, to obtain a rating of 3 (meets expectations) or higher at the end of the performance period
- Interim Evaluations are to be completed and submitted to HR prior to the December break each year
- Employees who receive an overall summary rating of 1 (unsatisfactory) may request a review of the evaluation by contacting the director of HR in writing within 10 calendar days of receiving the evaluation
- The director of HR will respond to requests for review within 5 business days of receipt of the request
- The president has the sole discretion to make the final determination regarding the content of performance evaluations
- Supervisors are expected to:
  - Communicate with employees at the beginning of and during the year to ensure employees are aware of job responsibilities
  - Monitor employee performance and provide coaching and feedback throughout the performance period
  - Complete Performance Evaluation honestly and accurately
  - Discuss Performance Evaluation with employee for any feedback or comments
  - Sign completed evaluation and obtain employee signature

- Give employee copy of signed Performance Evaluation
- Submit signed Evaluation to HR by June 30
- Complete accurate and timely Interim Evaluation
- Notify employees who receive an overall rating of 1 (Unsatisfactory) of the right to request a review and the process required

**Adjunct Faculty (Academic Affairs and Adult Education)**

- The Performance evaluation period begins on the first day of class and ends the last day of class for each semester taught.
- All Performance evaluation instruments are due at the end of each semester
- The performance evaluation instrument used for Adjunct faculty consist of the following:
  - Academic Affairs: Adjunct Instructor Observation Evaluation Instrument
    - This evaluation instrument is completed by the Dean of each program which includes the name of the instructor being evaluated, date and time of evaluation, program, course, type of instructional environment and gives a rating of Needs Improvement, Satisfactory, Excellent, or N/A for 11 variables of instruction. It also provides for comments of each variable and general comment. The form is signed by the Dean and the employee.
  - Adult Education: Instructional Observation Monitoring Tool
    - This monitoring tool includes the name of the program, county/site, class, date, and the number of students for each course, administrator, teacher being monitored, reviewer, and the time in and out for monitoring. There are 4 variables for which a description is given. They are as follows: 1) What the teacher is doing 2) Materials being used 3) Teacher/student interaction 4) Technology used. The tool also allows for Continuous Program Improvement Considerations to include Positive Observations and Necessary Actions.



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