

CPTC Procedure: Performance Evaluations

Coastal Pines Technical College (CPTC) regularly evaluates the performance of each full-time and permanent part-time employee. The evaluation process includes a mid-year review and an annual evaluation. These performance evaluations are used to determine if the employee is meeting performance expectations and to identify areas in need of improvement.

Evaluation Period

The annual performance evaluation period for budgetary matters and salary adjustments extends from July 1 through June 30 (fiscal year). Annual performance evaluations may be conducted based on data covering the period of August 1 – July 30 (academic year). Annual performance evaluations may be conducted beginning April 1 and must be completed by June 30 of each year. Mid-year performance evaluations may be conducted beginning October 1 and should be completed by November 30 of each year. Employees that began employment less than three months before the end of the performance evaluation period may be exempted from the performance evaluation process.

When an employee transfers to a new position during a performance evaluation period, evaluating supervisors, in consultation with the Office of Human Resources, will determine who will conduct the performance evaluation based on the time of the evaluation period and other circumstances.

Performance Plans

For each performance period, supervisors will provide employees with a performance plan, which may include, but not be limited to, previous evaluation information and employee job descriptions. Employees should have a performance plan in place within 45 calendar days of the employee being placed in a new job or the beginning of a new performance evaluation period. Full-time employees are given a copy of their job description during Employee Orientation as part of their performance plan.

Mid-Year Performance Evaluations

Mid-year performance reviews based on written job descriptions are developed for all full-time employees and employees in permanent part-time positions. Evaluative criteria will be shared with the employee prior to the mid-year review.

Supervisors will complete a Mid-Year Performance Evaluation form for each employee, who will have the opportunity to review and discuss the evaluation with the supervisor if necessary. Employees whose evaluations are deemed unsatisfactory will have a face-to-face review with the supervisor. Signatures of the supervisor and employee will be obtained and a copy of the evaluation will be given to the employee prior to the originals being forwarded to the Human Resources Office for placement in the employees' personnel file.

Annual Performance Evaluations

Annual performance evaluation instruments based on written job descriptions are developed for all full-time employees and employees in permanent part-time positions. Evaluative criteria will be shared with the employee prior to the annual performance evaluation conference.

During the annual performance evaluation conference, the supervisor will review and discuss the evaluation with the employee. Signatures of the supervisor and employee are obtained during the conference and a copy of the annual performance evaluation is given to the employee. The President, Vice President or Executive Director of the division will also review and sign employees' evaluations prior to the originals being forwarded to the Human Resources Office for placement in the employees' personnel files.

Additional Evaluation Elements for Faculty

Additional components are used to complete the faculty annual performance evaluations. The additional components include student evaluations of instruction and classroom observations.

Student Evaluation of Instruction

Each full-time and adjunct faculty member is evaluated annually using a survey instrument administered by the Institutional Effectiveness Office. Results are shared with faculty, Deans for Academic Affairs and the Vice President for Academic Affairs. Based on the results of the Student Evaluations of Instruction, improvement plans will be developed for items that fall below the established baseline.

Student Evaluations of Instruction will be conducted according to the following schedule:

Full Time Faculty	Fall Semester
Adjunct Faculty	Fall Semester and Spring Semester
New Faculty (Full-Time and Adjunct)	First Semester

Additional Student Evaluations of Instruction may be conducted as approved by the Vice President for Academic Affairs.

Classroom Observation of Faculty

Full-time faculty and adjunct faculty are observed in the classroom setting by the supervising Dean for Academic Affairs. Based on the results of the Classroom Observation of Faculty, improvement plans may be developed. Classroom observations will be conducted in accordance with a schedule as determined by the Vice President of Academic Affairs.

Staff Development

All full-time faculty, staff and permanent part-time employees are required to participate in mandatory staff development activities. The mandatory activities support federal and state laws and/or policies that the College is responsible for upholding.

Coastal Pines Technical College adheres to State Board Policy 4.9.5 Staff Development and TCSG Procedure 4.9.5p Staff Development in support of encouraging employees to develop and improve their skills and knowledge. Annual staff development plans will be prepared and staff development activities will be offered in accordance with CPTC Procedure: Staff Development.

Responsibility

The Vice President for Administrative Services has the overall responsibility of ensuring this procedure is implemented.

Adopted: June 23, 2014

Reviewed: November 15, 2021