

E-12b

PROCEDURE

Performance Management-Faculty Evaluations

Faculty Evaluations

Newly hired faculty will have a two-year probationary period. Faculty will receive an evaluation before the end of each of the first two years of employment. Faculty will also be assessed on their ability to deliver effective instruction, professional and personal conduct, classroom management, and progress regarding their Individual Development Plan (IDP). Classroom observations are to be conducted quarterly during the probationary period.

Faculty, will develop an Individual Development Plan (IDP) for each academic year with guidance from their supervisor. The IDP will set forth at a minimum their instructional assignment, the learning objective for students for each such instructional assignment, and the personal enrichment to improve faculty's instructional skills and subject matter knowledge.

Progressive Performance Improvement

Supervisors will offer progressive performance improvement on an ongoing basis, providing regular feedback and coaching to employees regarding their work, productivity, teamwork, communication, attendance and other areas of performance for the position they hold.

In the event a supervisor identifies an area of concern in an employees' performance, and the employee does not respond to informal coaching and feedback regarding performance and expectations communicated by the supervisor, the supervisor may develop a formal Performance Improvement Plan which will include areas of improvement, performance goals, expectations and timelines to assist the employee in achieving the level of performance required for the position. Performance Improvement Plans define goals and set reasonable measurements and timelines to achieve acceptable performance improvement and development.

Disciplinary Action

Performance-based disciplinary action may arise from an employee's failure to meet employee expectations (procedure E-5a), meet established goals, properly perform tasks, and/or failure to demonstrate the knowledge, skills or ability to perform the job they are assigned. Disciplinary action may also arise where an employee's work is consistently unacceptable in terms of quality or productivity after progressive performance improvement has been offered to the employee and the employee has failed to correct their performance in a consistent and ongoing manner.

Initial disciplinary action may include the implementation of progressive performance improvement by the supervisor to the employee. In some cases, dependent on the violation or level of misconduct, disciplinary action up to and including termination may occur prior to implementation of any progressive performance plans.

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COLLEGE POLICY

PERSONNEL

An employee who fails to meet the performance standards set forth by the College, or as substantiated through an investigation, committed misconduct, policy/procedure violation or insubordination by an employee is subject to disciplinary action up to and including immediate termination.

Disciplinary action will be determined by the College and may include written warnings, improvement plans, additional employee requirements, and/or suspension with or without pay or termination.

During an inquiry into misconduct, a policy/procedure violation, or insubordination an employee may be placed on paid or unpaid administrative leave.

Inquiries and investigations of allegations of misconduct, policy procedure violations or insubordination against an employee will be conducted by the Human Resources division. If the allegations are substantiated the employee will be subject to disciplinary action up to and including termination.

Related Policy: E-12

Admin Team Adopted: 10/21/22

Reviewed: 07/15/20, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: faculty evaluations

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