



College of The Albemarle Policy

Policy Number: 3.3.2

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Title: Evaluations

Related Policy and Procedures: Procedure 3.3.2.1 Instructional Employees' Evaluation Procedures and Components

Division of Responsibility: Human Resources

I. EMPLOYEE DEVELOPMENT PLANS AND EVALUATIONS

An employee development and evaluation process has been established to ensure relevant feedback between faculty and staff and the respective supervisors. This evaluation procedure is designed and intended to offer suggestions for improvement and develop strategies for the attainment of specific goals or the revision of related processes.

All employees will be evaluated annually, and employees should be given the opportunity to review and comment on their evaluations. The Human Resources Department will be responsible for coordinating and monitoring the evaluation process and may implement a timeline for the evaluation process.

Evaluations will be retained in employees' personnel files.

Supervisors may only use evaluation instruments that have been approved by the Human Resources Department. The president may use a different evaluation instrument and procedures when evaluating employees reporting directly to the president; however, these employees shall be evaluated annually.

In addition to the above, all instructional employees may be evaluated by students through course evaluations, professional development activities, and other portfolio requirements. See Procedure 3.3.2.1 for additional procedures and components of instructional employees' evaluations.

Employees may be issued a plan of improvement whenever deemed necessary or advisable by a supervisor. The Human Resources Department should provide input into such plans and the senior administrator should also approve such plans. Employees do not have a right to appeal placement on a plan of improvement.

II. PRESIDENT'S EVALUATION

The Board shall evaluate the performance of the president annually. The evaluation instrument and methodology shall be selected by the Board, but at a minimum, the evaluation shall include the following categories:



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- A. General Administration
- B. Relationship
 - 1. Internal relationships with faculty, staff, students and trustees.
 - 2. External relationships with business and industry, the media, governmental bodies and the general public.
- C. Personal Attributes
- D. Personnel Administration
- E. Fiscal and Facilities Administration
- F. Academic Administration

Prior to June 30th each year, the Board shall submit in writing to the State Board a report of the President's evaluation with the following information:

- A. The time period for which the president was evaluated and the date the evaluation was completed;
- B. Description of the methodology used for the evaluation;
- C. Certification that the evaluation included a written assessment of the president's performance in each of the categories identified in Section II(A)-(F) herein;
- D. Certification that the full Board received a copy and discussed the evaluation results and the results were discussed with the President;
- E. Certification that the full Board received a copy of and reviewed the president's contract if the president has a contract;
- F. A listing of Board members in attendance at the meeting when the president's evaluation was conducted; and
- G. Certification that appropriate action has been taken if the president's performance is less than satisfactory in any of the categories identified in the evaluation.

If the president has a contract, the Board shall note in the meeting minutes they have reviewed the president's contract.



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Date of Last Review

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