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5 MANAGEMENT EVALUATION  
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7 All management employees shall be evaluated in accordance with these procedures and Board Policy 7251.  
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9 **Frequency of Evaluation**

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11 Each manager will be evaluated once per year for the first two years of employment and every  
12 three years thereafter. Evaluations may be held on a more frequent basis when significant  
13 deficiencies are noted.  
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15 **Goals/Objectives**

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

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24 By September 1 of each year of required evaluation, the supervisor and employee will meet and  
25 mutually agree upon the formation of an evaluation committee.  
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27 In the case of campus-level managers, the committee shall include the immediate supervisor as  
28 chairperson, one manager appointed by the President, one faculty member appointed by the  
29 Academic Senate, and one classified employee appointed by CSEA as appropriate to the job  
30 assignment. In each case, the manager will nominate three individuals from each category,  
31 (management, faculty and classified), from which the appointments shall be made.  
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33 In the case of the College Presidents, the committee shall include the immediate supervisor as  
34 chairperson, one manager appointed by the Chancellor, two faculty members appointed by the  
35 Academic Senate, and one classified employee appointed by CSEA as appropriate to the campus.  
36 In each case, the President will nominate three individuals from each category, (management, faculty  
37 and classified), from which the appointments shall be made.  
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39 In the case of the district-level managers, the committee shall include the immediate supervisor as  
40 chairperson, one manager appointed by the Chancellor, one faculty member appointed by the  
41 Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic  
42 Senate at Crafton Hills College, and one classified employee appointed by CSEA as appropriate to  
43 the job assignment. In each case, the manager will nominate three individuals from each category,  
44 (management, faculty and classified), from which the appointments shall be made.  
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46 **D. Campus/District Survey**

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48 As appropriate to the assignment, the committee shall seek written feedback from the campus and/or  
49 district community. In obtaining this feedback, the committee shall use an evaluation form approved  
50 by the Board of Trustees. Using the approved form, the committee shall seek input from applicable  
51 managers, faculty, classified staff and any others who are in a position to know how effectively the  
52 manager is performing assigned responsibilities. To assist in this task, the manager will provide the  
53 committee with a preliminary list of those with whom he/she interacts with on a regular basis.  
54 Responses on the approved form shall be signed, and the committee shall prepare a consolidated  
55 summary of the ratings and comments. Original survey documents will be destroyed once the

56 consolidated summary is prepared. A copy of the consolidated summary will be made available to  
57 the manager at the conclusion of the evaluation procedure.  
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59 **E. Evaluation Committee Meeting**  
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61 Prior to the evaluation conference, the person being evaluated will submit to the supervisor a written  
62 self-evaluation of his/her performance, which shall be based on the approved job description and  
63 previously established, mutually agreed upon goals and objectives. The employee may submit a  
64 portfolio of representative work, or any other items he/she considers appropriate.  
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66 The supervisor and the evaluation committee will meet to consider the self-evaluation, the  
67 campus/district survey, and any additional material submitted by the manager. The committee may  
68 consider any other documents or information sources which they agree are appropriate.  
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70 **F. Evaluation Report**  
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72 The committee will produce a written evaluation no later than November 15. The report shall include:  
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- 74 1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
- 75 2. A summary list of the goals and objectives from the prior year that have been mutually  
76 agreed upon by the manager and his/her supervisor.
- 77 3. An assessment of the extent to which the manager meets his/her stated goals and  
78 objectives.
- 79 4. An assessment of the management strengths of the manager.
- 80 5. The identification of any areas in which the manager can improve his/her performance or  
81 management skills.

82 The written report shall specify one of the following:  
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- 84 1. Commendation for superior performance;
- 85 2. Confirmation of satisfactory performance;
- 86 3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory  
87 performance.

88 The evaluation record shall be read and signed by the manager, the immediate supervisor, and the  
89 responsible evaluators before being placed in his/her file. The manager shall receive a copy of the  
90 evaluation report, and will have an opportunity to attach a written response within fifteen working  
91 days. The response may offer clarification, additional information, or a rebuttal, as the person being  
92 evaluated may wish.  
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94 An official file of evaluation reports shall be maintained in the District Personnel Office. Evaluation  
95 reports shall not be retained in the file beyond a four-year period if the manager requests that they be  
96 expunged.  
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98 There will be only three copies of a completed evaluation. One copy will remain in the possession of  
99 the manager being evaluated, one copy will remain with the immediate supervisor, and the original  
100 will become a part of the official file in the Personnel Office.  
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111 **G. Procedures in the Case of Unsatisfactory Performance of Responsibilities**

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113 When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The  
114 manager shall develop a work plan with measurable goals, objectives and a timetable to correct the  
115 areas judged unsatisfactory. This work plan shall be reviewed and approved by the immediate  
116 supervisor (or Board of Trustees, in the case of the Chancellor) who shall be responsible for  
117 monitoring and assisting the manager with the corrective measures. If desired, the immediate  
118 supervisor will work with the manager to identify a mentor to provide guidance and advice.

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

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127 **G. Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**

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129 In the case of unsatisfactory progress following re-evaluation, managers shall be notified of  
130 contract nonrenewal, dismissal, or penalty of limited duration by action of the Board of Trustees in  
131 accordance with the Education Code.

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