

BP 2.17 Employee Evaluation Process

Legal Authority *1B SBCCC 200.94; 1B SBCCC 300.98; NC General Statute Article 5, Chapter 90*

Approvals *04/22/09*
Revision

Policy

Evaluation is viewed by the administration, faculty, and staff of McDowell Technical Community College as a positive, on-going process. The evaluation process reflects the mission of the institution, the goals of each program, and assesses the capabilities and expertise of the personnel.

Employee evaluation is designed and developed to:

- Promote fairness and equity of performance appraisal and enhance mutual trust and open communication,
- Provide information relevant to re-appointment and salary adjustments and,
- Demonstrate the College's accountability to the citizens of the MTCC service area, the Board of Trustees, and external agencies.

The objective of employee evaluation is to increase employee effectiveness by:

- Appraising job performance,
- Identifying strengths and weaknesses,
- Documenting improvement, and
- Monitoring professional growth.

Administrators

Administrators at McDowell Technical Community College: the Vice President for Learning/Student Services, Vice President for Finance and Administration, Dean of Academic Programs, and the Dean of Health Sciences will be evaluated annually by the President.

Instructors

Instructors at McDowell Technical Community College are evaluated both by their supervisor and by their students. Formal evaluation by the instructor's supervisor must occur at least yearly and will be implemented through the interpersonal interaction between an employee and his/her supervisor. However, supervisors should attempt to discuss an instructor's behaviors which are exceptionally positive or negative as soon as the supervisor is notified about the situation rather than waiting for the time of formal evaluation.

Staff Personnel

All non-instructional personnel will be evaluated annually based on the informal evaluation which takes place continuously. However, supervisors should attempt to discuss employee behaviors

which are exceptionally positive or negative as soon as the supervisor is notified about the situation rather than waiting for the time of formal evaluation.

President

A performance appraisal shall be conducted annually by the Board of Trustees during the month of June. The objectives of the College that year and any personal objectives for the President will be agreed upon by the Board and the President 60 days prior to the close of the fiscal year.

Any evaluation factors or standards for performance will be agreed upon in writing at least one year before they are applied in evaluation. The Board, in a meeting with the President, will communicate its finding and feelings while the president will have opportunity for comments and questions.

If the appraisal indicates the Board feels the President has not met certain objectives, specific recommendations shall be made for appropriate correction or improvement.