

San Joaquin Delta College Responses to Focused Recommendations

Standard Seven: Faculty and Staff

7.1 *As called for in the 1996 Accreditation Evaluation Report recommendation 4-1, the College should ensure that evaluations of staff are conducted at agreed-upon intervals and provide training on evaluation procedures to managers, faculty, and classified staff. (Standards 7.B1 and 7.B2)*

I. Summary

Evaluation Tracking/Reporting Module

As noted in the District's March 2004 response to the Accreditation Evaluation, Human Resources staff has been working with the Information Services Department to develop and implement an Evaluation Tracking/Reporting Module for System 2000. This module has been completed, is now operational, and will provide the tools needed to ensure that staff evaluations are completed and kept up to date.

In the development phase, the Bargaining Agreements for CSEA, CTA and POA as well as District Policy and Education Code were reviewed and analyzed to determine the evaluation requirements for each group. Upon completion of this analysis, business rules were written and patterns established for each employee group. (Classified, Confidential, Faculty, Adjunct Faculty, Police and Managers)

Baseline data, which consisted of the last evaluation completed for each employee, was entered into the system so that the next evaluation due date could be projected. Now when a completed evaluation is received by the Office of Human Resources, the date and evaluation type (probationary, contract or regular) is entered into System 2000. This information is used to both create an evaluation history for each employee and also to generate reports indicating the next evaluation due date.

A training manual for the Human Resources staff has been developed, and technical training sessions were held in December 2004 to describe the evaluation patterns and types, and to instruct the staff on entering data into the system.

The Evaluation Tracking/Reporting Module was introduced to managers at the December 2004 Managers' Meeting. At this meeting, managers also received their first Employee Evaluation Due Report. This report will be run monthly by Human Resources staff and distributed to supervising managers, with copies to the appropriate area Vice President. The report will flag those employees who have an evaluation due within the next 60 days. The names of these employees will be sorted in date order with the earliest due date at the top of the list. Evaluations that are overdue will be so noted on the reports. This information will be provided to the area Vice President who will ensure that operational managers complete the required evaluations.

In order to assist the supervisors in completing the required evaluations, all evaluation forms have been made available on the District's website.

Training

Additionally, the Human Resources staff have developed and delivered management training on the completion of Performance Appraisals to departmental managers during the month of February 2005. Additional sessions are scheduled for more departmental training on this and related management topics, such as discipline arising from Performance Appraisals, and Performance Improvement Plans. Additional training for all managers on the basics of conducting and completing effective performance appraisals will continue to be offered beginning in February 2005 for interested managers.

II. Evaluation

The Evaluation Tracking/Reporting Module for System 2000 has been developed to provide the tools to help ensure that staff evaluations are completed and kept up to date.

When a completed evaluation is received by the Office of Human Resources, the date and evaluation type is entered into System 2000. This information is used to both create an evaluation history for each employee and also to generate reports indicating the next evaluation due.

Reports will be run monthly by Human Resources staff and distributed to managers. These reports will indicate those employees who need to be evaluated within the next 60 days. The names will be sorted in date order with the earliest due date at the top of the list. Evaluations that are overdue will be so noted on the reports. These reports will validate completions of evaluations in a timely manner.

III. Plan

Human Resources is in the process of hiring a Systems Analyst to monitor and streamline all Human Resource procedures.

Supporting Documentation for 2005 Focused Midterm Report 7.1

Evaluation Tracking/Reporting Module

Evaluation Patterns

In order to set up the system, the rules for the different employee types were reviewed and the following patterns established based on Board Policy and Bargaining Agreements.

Classified: 8 Month Probationary Period - Evaluations: Probationary 4 month; Probationary 7 month; Regular status, every 12 months

Reference: CSEA Bargaining Agreement, Article 4.3, Board Policy 4150

<u>Example:</u>	7/1/2004	Assignment start date
	11/1/2004	First probationary evaluation due
	2/1/2005	Second probationary evaluation due
	3/1/2005	Employee attains regular status
	3/1/2006	First regular status evaluation due
	2/20/2006	First regular status evaluation completed
	2/20/2007	Next regular status evaluation due

Classified Promotion: 3 Month Probationary Period Evaluations: Probationary 2 month; Regular status, every 12 months

Reference: CSEA Bargaining Agreement, Article 17.3.2, Board Policy 4310

<u>Example:</u>	7/1/2004	Promotion: Assignment start date
	9/1/2004	Probationary evaluation due
	10/1/2004	Employee attains permanent status in new position
	10/1/2004	First regular status evaluation due

Police Officers: 12 Month Probationary Period Evaluations: Probationary 4 month; Probationary 8 month; Probationary 11 month; Regular status, every 12 months

Note: Although Dispatchers are included in the POA contract, their evaluation pattern is the same as Classified.

Reference: POA Bargaining Agreement, Article 19.2, Board Policy 4150

<u>Example:</u>	7/1/2004	Assignment start date
	11/1/2004	First probationary evaluation due
	3/1/2005	Second probationary evaluation due
	6/1/2005	Third probationary evaluation due
	7/1/2005	Employee attains regular status
	7/1/2006	First regular status evaluation due
	8/15/2006	First regular status evaluation completed
	8/15/2007	Next regular status evaluation due

Note: Employees in the above groups (Classified, Classified Promotion, and Campus Police) will attain regular status whether or not the probationary evaluations are completed. The system then projects that the first regular evaluation is due 12 months from the regular status date.

Managers: Evaluations: First year, Second year, Third year; Regular status, every 24 months thereafter.

Reference: Administrative Procedure 2033

<u>Example:</u>	7/1/2004	Assignment start date
	7/1/2005	First evaluation due
	7/1/2006	Second evaluation due
	7/1/2007	Third evaluation due
	7/1/2007	Employee attains regular status
	7/1/2009	First regular status evaluation due
	7/15/2009	First regular status evaluation completed
	7/15/2011	Next regular status evaluation completed

Faculty: Evaluations: First year, Second year, Third year; Regular status, every 36 months

Reference: CTA Bargaining Agreement, Article 16.4, Appendix L; Board Policy 3300; Education Code §87663

<u>Example:</u>	8/15/2004	Assignment start date
	1/31/2005	First probationary evaluation due
	1/31/2006	Second probationary evaluation due
	4/30/2007	Third probationary evaluation due
	1/31/2008	Fourth probationary evaluation due
	8/15/2008	Regular status
	8/15/2011	First regular status evaluation due
	1/10/2011	First regular status evaluation completed
	1/10/2014	Next regular status evaluation due

Adjunct Faculty: Evaluations: First evaluation due in first semester of teaching, Regular evaluation, every 36 months

Reference: Education Code §87663

<u>Example:</u>	8/15/2004	Assignment start date
	12/15/2004	First evaluation due
	1/15/2005	First evaluation completed
	1/15/2008	Regular evaluation due

RESPONSES TO SELF-IDENTIFIED ISSUES	STATUS
<p>7A.2 Criteria, qualifications, and procedures for selecting all personnel are clearly stated, public, directly related to institutional objectives, and accurately reflect job responsibilities.</p>	
<p>1. The Office of Human Resources and Employee Relations and academic divisions should expand recruitment efforts to include specialized professional organization job listing services that are not currently contacted.</p> <p style="text-align: center;">Human Resources - Myers</p>	Accomplished
<p>2. The Office of Human Resources and Employee Relations should investigate implementation of special recruitment practices to deal with tight labor market conditions in certain employment sectors.</p> <p style="text-align: center;">Human Resources - Myers</p>	Accomplished
<p>3. Examine more cooperative and innovative approaches for presenting open positions to a potential candidate pool.</p> <p style="text-align: center;">Human Resources - Myers</p>	Accomplished
<p>4. The Office of Human Resources and Employee Relations should investigate ways to distribute all job openings to classified departments, recognizing that some staff may be qualified for candidate pools in academic settings.</p> <p style="text-align: center;">Human Resources - Myers</p>	In Progress
<p>5. Policies regarding employment processes and candidate screening should be added to the College Web site.</p> <p style="text-align: center;">Human Resources - Myers</p>	Accomplished
<p>7A.3 Criteria for selecting faculty include knowledge of the subject matter or service to be performed, effective teaching, and potential to contribute to the mission of the institution.</p>	
<p>1. The Office of Human Resources and Employee Relations and the Academic Senate should study the faculty selection processes used by other colleges in order to improve the selection process at the College.</p> <p style="text-align: center;">Human Resources – Myers, Hiring Process, Academic Senate</p>	In Progress
<p>7A.4 Degrees held by faculty and administrators are listed in the institution's primary catalog. All U.S. degrees are from institutions accredited by recognized accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established.</p> <p style="text-align: center;">No action is planned.</p>	