

2033 Evaluation of Managers

- A. It is the policy of San Joaquin Delta College that an evaluation will be completed for each manager at least every two years. New managers will be evaluated every year for the first three years and at least once every two years thereafter. The evaluation process will include a self-evaluation, an evaluation by the manager's supervisor, and may also include an optional peer review.

- B. Evaluation Participants
 - 1. All current employees immediately supervised by the manager (regular, contract and adjunct faculty, classified staff, and managers) will receive an evaluation form from the Human Resources Office.

 - 2. Where appropriate, with the mutual agreement of the manager and the supervisor, students and/or other faculty and staff may participate in the evaluation process.

- C. Self-Evaluation and Evaluation by the Manager's Supervisor
 - 1. The evaluation will include:
 - a. A review of the self-evaluation.
 - b. A review of the goals and objectives for the previous year and the upcoming year.
 - c. A discussion of the manager's responsibilities and how they are carried out.
 - d. A review of professional work including participation on committees and professional organizations, and involvement in the community.
 - e. Input collected from evaluation participants. A summary of the input, but not identifiable individual responses, will be shared with the manager being evaluated.
 - f. A classroom observation for those managers with teaching assignments will follow the faculty peer evaluation process.

 - 2. The supervising manager will meet with the manager to discuss the content of the evaluation. The evaluation will include recommendations and suggestions for improvement including information on how the supervisor will assist the manager in implementing the suggestions.

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3. Only the self-evaluation and the evaluation by the manager's supervisor, will be included in the personnel file.

D. Optional Peer Review

1. In addition to the self-evaluation and the evaluation by the manager's supervisor, the manager may select a volunteer peer reviewer.
2. The peer review may include a review of the goals and objectives for the previous year and the upcoming year, a discussion of the manager's responsibilities and how they are carried out, a review of professional work, including participation on committees and professional organizations, relationships with the college community, especially students, and other appropriate information as determined by the manager.

- E. In the event that other attempts at resolving perceived problems fail, the evaluation process shall be initiated if the majority of current faculty, classified and management staff being supervised send a request to the supervising manager.