

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC:
Evaluations - Procedures

Policy Number:
AP9

Evaluation of Administrative Personnel

The following procedures shall be employed in the evaluation of Administrative Personnel of Cloud County Community College, excluding the President (See Policy B9).

All evaluations shall be made in writing and evaluation documents and responses are to be maintained in a personnel file for each employee. Every administrative employee shall be evaluated at least one time per year.

Consideration shall be given to the following employee attributes: managerial and supervisory components, performance and personal traits, and other matters as may be deemed material. Persons to be evaluated shall participate in their evaluations and shall be afforded the opportunity for a written response.

Whenever an evaluation is completed, the written document shall be presented to the employee, and the employee shall provide written acknowledgment of such presentation. At any time not later than two weeks after such presentation, the employee may respond in writing. Except by order of a court of competent jurisdiction, evaluation documents and responses shall be available only to the evaluated employee, the Board, the appropriate administrative staff members, the college attorney upon direction from the President, and other persons specified, in writing, by the employee to the Director of Human Resources.

Adopted: 2/20/89	Revised/Reviewed 5/21/90	Revised/Reviewed 6/18/92	Revised/Reviewed 6/24/14	Revised 2/21/23
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