

## LARAMIE COUNTY COMMUNITY COLLEGE PROCEDURE

**SUBJECT** - Employee Evaluation  
**REFERENCE** - Personnel Policy 4150  
**DATE** - 1/3/89  
**NUMBER** - 4150

## 1. Introduction

Each benefited employee is required to be evaluated annually by the employee's supervisor. This formal evaluation process also includes review and approval by appropriate administrators. The evaluation is based upon the employee's work performance and completion of assignments for the previous calendar year. The evaluation form and associated documentation become a part of the employee's official employment record.

Employee evaluation at the college is designed to encourage individual employee growth and development; to support decisions involving termination, transfer, promotion and pay; and to provide a workable context for effective human resource planning. The evaluation process is important in that it recognizes employees' efforts and service to the college, encourages career development, identifies areas of employee weakness and attempts to make corrections through positive efforts. A primary objective of the employee evaluation process is to foster open and productive communication between employees and supervisors. This communication is essential if the resources of the college are to be properly utilized in serving our students and the community.

## 2. Evaluation Process

Benefited faculty, educational services staff, and administrative evaluations will be conducted on an annual basis during January and February with the evaluation period defined as the previous calendar year.

- A. Employee evaluation forms (Attachment 11A, 11B, and 11C) are sent To the administrative units by the Personnel Office in early January.
- B. The immediate supervisor is responsible for conducting the employee evaluation\*, including completing the evaluation form, interviewing the employee, and having the employee sign the evaluation form. This process is to take place during the month of January through the third week of February.

\*NOTE: If the evaluation reveals performance problems which require corrective action or may result in some form of discipline, the supervisor is to review the details of the evaluation with the administrator and dean over the unit, in consultation with the Director of Personnel, to determine an appropriate course of action.

- C. Faculty\* and *educational services staff\*\** evaluations are to be completed within the administrative unit and the evaluation forms (plus any relevant addendums) are to be submitted to the dean by the first of March.

**Administrative** evaluations are to be completed by the dean (if applicable) over the administrator and the evaluation forms (plus any relevant addendums) are to be submitted to the President by the first of March.

\*NOTE: If the director and/or dean over a faculty employee is/are recommending the employee be either "conditionally re-employed" or "not re-employed," the

evaluation form (plus any relevant addendums) are to be submitted to the President for review and disposition on or before the first of March.

**\*\*NOTE:** If the director and/or dean over an educational services staff employee is/are recommending corrective measures and/or disciplinary action as a result of unsatisfactory performance, the evaluation form (plus any relevant addendums) are to be submitted to the President for review and disposition on or before the first of March.

- D. The evaluation process is to be completed and all evaluation forms, appropriately signed and dated, are to be submitted to the personnel office by the tenth of March.