Administrative-Exempt Evaluations

The purpose of the administrative-exempt performance appraisal is to provide feedback on individual performance for professional and personal development. The process is mainly aimed at helping the individual improve job performance and satisfaction. It should be a positive process which is developmental rather than judgmental in any threatening sense. As an end result, the performance appraisal process is designed to give constructive feedback to staff and their immediate supervisors on areas of strength and areas of needed improvement based on the goals and objectives developed by the individual and the college.

The administrative-exempt evaluation process has a positive focus. Mistakes, poor judgments, and the like are not ignored; yet, specific practical steps for improved personal successes should be discussed and mutually agreed upon.

The evaluation process involves a supervisory evaluation, a self evaluation, and an opportunity for selected employees to give regular feedback on the employee’s role.

**Annually (to be completed by the end of summer)**
- Self evaluation
- Supervisory evaluation on college-provided evaluation form (on-going feedback is also expected) including
  - addressing the completion of the previous years’ goals
  - setting goals for the coming year
- The evaluation will then be forwarded to the Human Resource office for inclusion in the personnel file

**Every three years (to be completed by the end of summer)**
- Self evaluation
- Supervisory evaluation on college-provided evaluation form (on-going feedback is also expected) including
  - addressing the completion of the previous years’ goals
  - setting goals for the coming year
- 360 degree survey of 5 to 10 of other individuals with whom the employee has worked (list developed by employee and supervisor and will include Faculty Senate appointees as noted below) to provide those chosen individuals opportunity to give feedback on the employee’s work. For small work groups the survey group can be appropriately smaller. A generic cover letter that should accompany the survey follows these guidelines.

The President or designee will notify the Senate First Speaker on an annual basis regarding those administrators to be evaluated in that academic year. All faculty will be invited to evaluate instructional administrators. Up to two faculty members may be identified by the Faculty Senate to provide feedback on non-instructional administrators. The person being evaluated may choose as many additional faculty as desired to provide feedback.
The exempt evaluation form is available online. The supervisor will forward the link (http://pcinet.ctc.edu/survey/survey/exempt05.htm) to the online form to the individuals who have been chosen to participate in the feedback process. Responses are anonymous and are deposited to a database that resides within the survey software application. The results will be tallied and are available by calling extension 6278. The supervisor will need to share this information with the employee and attach the summary document to the evaluation.

The evaluation will then be forwarded to the Human Resource office for inclusion in the personnel file.
Letter to survey participants

Every three years, exempt staff members receive a full 360 degree evaluation in which feedback is elicited from others that work with them. The purpose of the appraisal is to provide feedback on individual performance for professional and personal development. The process is primarily aimed at helping the individual improve job performance and satisfaction. It is intended to be a positive process which is developmental rather than judgmental.

Exempt employees and their supervisors identify between 5-10 colleagues to provide feedback on the person being evaluated. In addition, the Faculty Senate may identify up to two faculty members to provide feedback. You have been identified to provide feedback on [enter name].

Please go to the link (http://pcinet.ctc.edu/survey/survey/exempt05.htm, complete the form and click on “submit.” Responses are anonymous and deposited to a database that resides within the survey software application. The results will be tallied and a survey summary report will be forwarded to the requesting supervisor to share with the person being evaluated.

Thank you in advance for your willingness to participate.