# 3.2.10 The institution periodically evaluates the effectiveness of its administrators. (Administrative staff evaluations)

#### Off-site Committee's Response

Texas College has in place an evaluation process that is conducted on an annual basis for administrative staff. The evaluation process is described in the Faculty and Staff Handbook. Examples of administrative employee evaluations were provided, but only for one year. The Committee could not determine that this evaluation is conducted "periodically."

#### Institution's Response

The institution understands the standard as asking to demonstrate that administrators are evaluated on a periodic basis. The *Faculty and Staff Handbook* has described periodic as "annually," (see Attachment 3.2.10-A). The Off-site Committee has confirmed this in their statement that reads, "Texas College has in place an evaluation process that is conducted on an *annual basis* for administrative staff. The evaluation process is described in the Faculty and Staff Handbook. Examples of administrative employee evaluations were provided, but only for one year." As it pertains to the Committee's interests, Attachment 3.2.10-B provides an additional year of evaluations.

#### **Documentation:**

- Attachment 3.2.10-A: Evaluation Policy from Faculty and Staff Handbook
- Attachment 3.2.10-B: Completed Evaluations (redacted) of administrators

# Attachment 3.2.10-A: Evaluation Policy from Faculty and Staff Handbook

Attachment 3.2.10-A – Evaluation Policy from Faculty and Staff Handbook

# TEXAS COLLEGE

Founded 1894



Faculty and Staff Handbook

Drug Free Environment	14				
Employee Protection (Whistleblower) Policy	14				
Job Descriptions	14				
Nepotism	15				
Non-Discrimination	15				
Outside Employment	15				
Probationary Period	15				
Proof of U.S. Citizenship and/or Right to Work	15				
Security Checks	16				
Sexual Harassment	16				
Standards of Conduct	18				
Unacceptable Activities	18				
Disciplinary Actions	20				
Dismissal	21				
COMPENSATION AND PERFORMANCE					
Wage and Salary Policies	21				
Wage and Salary Policies  Computing Pay	21 21				
Computing Pay	21				
Computing Pay  Deductions from Paycheck (Mandatory)	21 21				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)	21 21 22				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)  Overtime Pay	21 21 22 22				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)  Overtime Pay  Pay Cycle	21 21 22 22 22				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)  Overtime Pay  Pay Cycle  Reporting Time Pay – Inclement Weather and "Acts of God"	21 21 22 22 22 22 22				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)  Overtime Pay  Pay Cycle  Reporting Time Pay – Inclement Weather and "Acts of God"  Termination Pay	21 21 22 22 22 22 22 22				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)  Overtime Pay  Pay Cycle  Reporting Time Pay — Inclement Weather and "Acts of God"  Termination Pay  Timesheets and Records	21 21 22 22 22 22 22 22 22				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)  Overtime Pay  Pay Cycle  Reporting Time Pay – Inclement Weather and "Acts of God"  Termination Pay  Timesheets and Records  Performance Evaluation	21 21 22 22 22 22 22 22 22 22				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)  Overtime Pay  Pay Cycle  Reporting Time Pay — Inclement Weather and "Acts of God"  Termination Pay  Timesheets and Records  Performance Evaluation  Work Schedule	21 21 22 22 22 22 22 22 22 23 23				
Computing Pay  Deductions from Paycheck (Mandatory)  Deductions (Other)  Overtime Pay  Pay Cycle  Reporting Time Pay – Inclement Weather and "Acts of God"  Termination Pay  Timesheets and Records  Performance Evaluation  Work Schedule  Absence or Lateness	21 21 22 22 22 22 22 22 22 23 23 23				

## Performance Evaluation

Texas College conducts a formal performance evaluation once a year for each employee. New employees may be reviewed more frequently. An evaluation may also be conducted in concert with a promotion or change in duties and responsibilities.

#### Work Schedule

The administrative work week consists of five days at eight hours per day, Monday through Friday. There are, however, areas of the campus that are required to provide services for the student for the week including weekends, e.g. student affairs, housing, security, athletics, physical plant and instructional support. Schedule of daily work hours are assigned by supervisors and generally will not exceed 40 hours per week.

## Absence or Lateness

Texas College is aware that emergencies, illnesses, or personal matters may arise that cannot be scheduled outside the work day. For this purpose Vacation and sick leave has been provided. All absences must be recorded with the Office of Human Resources and persons in violation of this may be sanctioned. Notification by third party is not acceptable.

When unable to report to work or if expecting to arrive late, please contact your supervisor or the Office of Human Resources immediately. Unless otherwise informed, absence is considered for an eight hour day, pending receipt of the Employee Leave Form.

If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf.

Absence from work for three consecutive days without notifying your supervisor or the Office of Human Resources is considered job abandonment.

#### Attendance

Consistent attendance is expected from each employee. Employees are expected to be at their work station and ready to work at the beginning of assigned daily work hours. Employees should remain at their work station until the end of assigned work hours, except for approved breaks and lunch. When it is necessary to leave the workstation, supervisors should be made aware.

Inconsistent attendance or excessive absenteeism may result in disciplinary action including dismissal.

# Excessive Absenteeism or Lateness

For faculty and staff, five absences in a 90-day period, or a consistent pattern of absence, will be considered excessive. Tardiness or leaving early is as detrimental to Texas College as an absence. Three such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

# Attachment 3.2.10-B: Completed Evaluations (redacted) of administrators



Attachment 3.2.10-B – Completed Evaluations (redacted) of Administrators

S.S.N.: On File

				<u> </u>						S.S.N.: On File	
Dat	e Hi	red:_					Date	Last Promoted:	Budget	Code:	
								Finance /	<b>Evaluation Period:</b>	the state of the s	
Dep	artn	nent	Busi	ness &	Fin	ance		Immediate	Supervisor: 1		
				ation:			1	☐ Mid-Year	☐ Probationary	☐ Exit	
ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be review and discussed with the employee. Please place an "X" in the appropriate block below.											
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe				
TE SE	J.E	hin	排版线		抗糖	性的問題	Ship Hope		ONSTRATED JOB PERFO	DRMANCE	
X								Ability to handle multi			
X								Ability to meet deadlin			
X								Ability to work withou			
X								Acceptance and use of			
X									for and correcting errors		
X X X X X X X X X X								Alertness	ng for and correcting errors		
X								Consistency in checking	institutional policies and proc	edures	
X									institutional policies and proc	caures	
X								Dependability	echniques and procedures		
X								Initiative	ecimques and procedures	3	
X								Judgment and ability to	o make decisions		
X									ess of work/thoroughness		
X								Quantity of work output			
X	_							Reports to work on tim			
X	_								esy in dealing with others		
X									appropriate technology		
X X								Willingness to do work			
X					-			Written communication			
	No.		NEST CONTRACT OF THE PARTY.	· September	NS WAR	attornal S	NEWS TO	11 110011 00111111111111111111111111111	PERSONAL QUALITIE	ES	
v	ETER ERE	(GERT CHI LEC	(A. 15. 15. 15. 15. 15. 15. 15. 15. 15. 15	CONTRACTOR DESCRIPTION	Registration.	STREET, ST		Capacity for independe	ent thought and planning		
Y								Demonstrates ability to	direct or manage		
X								Demonstrates supervis			
X								Exhibits honesty and in	ntegrity		
X					-			Imaginative contribution	ons		
X								Leadership			
X								Loyalty			
X X X X X X X X X X X X X X X X X X X								Oral communication sl			
X								Professional appearance	e/grooming		
X								Seeks self-improvement	nt/professional development		
X								Sense of responsibility			
X								Staff relationships (who			
37								Student relationships (	when applicable)		

Supervisor's Comments and Recommendations:

does a great job w operations well. His staff is st	ith the assig	gnments to his clue keeps them w	narge. He keeps th	e president	t well info	rmed and ma	nages the bu ning well.	siness
								t if necessary)
Personnel Action Recomme	nded: [	] Extend Probat ] Salary/Merit I:	ionary Period ncrease	[ ] Prom [ X ] <b>C</b>		[ ] Termi	nate Employ	ment
Department			Date	*		mm odla	ie pervisoi	
Employee's Statement:				Part.	PERCELLARION			
My comments:	a compa	gram,	11 5	18.	A o	1 7	1	
Thonk y	ou D	R. FERM. The Co	halfers	me fo	no a	haday	ous he	lme
to give mov	<u> </u>	- T	/28/14/ Date	-	Comuni Sign	ie on seperat	arshe if if ned	cessary)
Vice President's Comments	and Recor	nmendations:		io a				
Personnel Action Recomme		] Extend Probat ] Salary/Merit I:		[ ] Prom Continue/I	notion	[ ] Termin	eparate shee nate Employ	t if necessary) ment
			Date		Signature	of Vice Pres	sident	
President's Comments:								
Instructions to Human Reso	ources:			region of		360/2787	Con 185	
			Date		Acres of	ian in the		
HUMAN RESOURCES US	E ONLY		Exit Data	S. A. P. S.				ŧ.
Date Received	Positions	s Held	Dates Employe	d	Separatio	n Date		
Date Filed						or Separation		
Initials					Date Fina	l Paycheck I	ssued	



Em	ploy	ee Na	ame:		_					S.S.N.: On File
Da	te Hi	red:_					Date	Last Promoted:	Budget	Code:
Job	Titl	e: <u>Vi</u>	ce Pr	esider	ıt of	Busin	ess &	Finance /	<b>Evaluation Period:</b>	From <u>2012</u> to <u>2013</u>
Dei	partn	nent	Busi	ness &	Fin	ance		Immediate S	Supervisor:	
						Annua	ıl	☐ Mid-Year	☐ Probationary	☐ Exit
ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be revaluated with the employee. Please place an "X" in the appropriate block below.										
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe			
		1520	起结		<b>阿斯斯</b>	Programme of the second	Shoot I		ONSTRATED JOB PERFO	DRMANCE
								Ability to handle multip		
X X X X X X X X								Ability to meet deadling		
X							W.	Ability to work without	close supervision	
X								Acceptance and use of	criticism	
X									or and correcting errors	
X						<u> </u>		Alertness	a for and correcting errors	
X								Consistency in checkin	g for and correcting errors nstitutional policies and proc	edures
X									institutional poncies and proc	cuires
<u>X</u>								Dependability	chniques and procedures	
	X				-			Initiative	emiques and procedures	
X X X								Judgment and ability to	make decisions	
<u> </u>								Neatness and orderlines	ss of work/thoroughness	
X							-	Quantity of work output		
$\frac{\Lambda}{X}$	_							Reports to work on tim		
	X								sy in dealing with others	
X	71							Understands and uses a		
X								Willingness to do work	assigned	
$\frac{1}{X}$								Written communication		
11.00	THE R. L.	tion to		nest de	18456	情認問題			PERSONAL QUALITIE	ES
X								Capacity for independe	nt thought and planning	
X								Demonstrates ability to		
X								Demonstrates superviso		
X								Exhibits honesty and in		
X								Imaginative contribution	ns	
X								Leadership		444
X								Loyalty	111 -	
X								Oral communication sk		
X								Professional appearance	t/professional development	
X									u professionar development	
X X X X X X X X X X X X X X X X X X X							-	Sense of responsibility Staff relationships (whe	en applicable)	
X						-		Student relationships (whe		
X	1					1	1	Student relationships (V	men applicable)	

Supervisor's Comments and Recommendations:

#### SUMMARY STATEMENT

as Vice President of Business and Finance. It is a pleasure to have ! (Continue on separate sheet if necessary) [ ] Terminate Employment [ ] Promotion | Extend Probationary Period Personnel Action Recommended: [ [X] Continue Renew Contract of the ] Salary/Merit Increase Department Employee's Statement: I have reviewed and discussed this performance evaluation My comments: ideas and maintainin (Continue on senarate sheet if necessary) Vice President's Comments and Recommendations: (Continue on separate sheet if necessary) [ ] Terminate Employment Personnel Action Recommended: [ ] Extend Probationary Period [ ] Promotion [ ] Continue/Renew Contract ] Salary/Merit Increase Signature of Vice President Date President's Comments: Instructions to Human Resources: HUMAN RESOURCES USE ONLY **Exit Data** Dates Employed Separation Date\_ Positions Held Date Received Reason for Separation \_\_\_\_\_ Date Filed Date Final Paycheck Issued \_\_\_\_\_ **Initials** 



En	ıploy	ee Na	ame:							S.S.N.: On File		
Da	Date Hired: Dat						Date	Last Promoted:	Budget Code:			
								<u>Finance</u>	<b>Evaluation Period:</b>			
De	nartr	nent	Busi	ness &	z Fin	ance		Immediate Supervisor:				
					_							
Re	ason	for E	Cvalu	ation:	X A	Annua	ıl	☐ Mid-Year	☐ Probationary	☐ Exit		
eva	luate	obje	ctive	an em	ploye	ee's pa	st perf	formance. After con	nance evaluation is used apletion of this evaluation ppropriate block below.	by the College to n, it should be reviewed		
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable						
*		野路	125		特別整		翻翻		ONSTRATED JOB PERFO	DRMANCE		
X								Ability to handle multi				
X								Ability to meet deadlin				
X								Ability to work withou				
X								Acceptance and use of				
X	ļ								for and correcting errors			
X	-						-	Alertness	g for and correcting errors			
X									institutional policies and proc	adures		
X	-	-						Dependability	institutional policies and proce	cures		
X	37								echniques and procedures			
37	X				-			Initiative	centiques and procedures			
X					-			Judgment and ability to	make decisions			
X X X	-								ss of work/thoroughness			
$\frac{\Lambda}{V}$								Quantity of work outpu				
X X	-	_						Reports to work on tim				
Λ	X		_						sy in dealing with others			
X	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\							Understands and uses a				
$\frac{\lambda}{X}$								Willingness to do work				
X								Written communication				
		Section 1	al street	No. of the last	14619263	<b>300时间</b>	MARKET ST		PERSONAL QUALITIE	ES		
X	Series I		SACHERIN	CAME NO SECONS		No. of Street,	ALL COMPANIES	Capacity for independe	nt thought and planning			
X								Demonstrates ability to				
X								Demonstrates supervisor				
X								Exhibits honesty and in				
X								Imaginative contribution				
X		-						Leadership				
X								Loyalty	200 200 100 100 100 100 100 100 100 100			
X X X								Oral communication sk	ills			
X								Professional appearanc				
X									t/professional development			
X								Sense of responsibility				
V								Staff relationships (who	en applicable)			

Student relationships (when applicable)

\_\_\_\_\_ Initials

#### SUMMARY STATEMENT

Supervisor's Comments and Recommendations: as Vice President of Business and Finance. It is a pleasure to have (Continue on separate sheet if necessary) [ ] Promotion [ ] Terminate Employment Personnel Action Recommended: [ ] Extend Probationary Period [X] Continue Fenew Contract. [X] Salary Monit Increase Date Department Employee's Statement: I have reviewed and discussed this performance evaluation My comments: the Vision and necessary) Vice President's Comments and Recommendations: (Continue on separate sheet if necessary) [ ] Terminate Employment Personnel Action Recommended: [ ] Extend Probationary Period ] Promotion ] Salary/Merit Increase Continue/Renew Contract Signature of Vice President Date President's Comments: Instructions to Human Resources: Date **HUMAN RESOURCES USE ONLY** Exit Data Dates Employed Separation Date Date Received Positions Held Reason for Separation Date Filed

Date Final Paycheck Issued \_\_\_\_\_



Employee Name:			S.S.N.: On File
Date Hired:	Date Last Promoted:	Budg	get Code:
Job Title: Acting V. P. for A A		<b>Evaluation Period:</b>	Fro <mark>m: <u>2013</u> to <u>2014</u></mark>
Department: Academic Affairs	and the same of th	Immediate Superv	isor:
Reason for Evaluation: 🛛 Annua	l Mid-Year	☐ Probationary	□ Exit

<u>ROLE AND SCOPE OF EVALUATION:</u> A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

						,		made all A in the appropriate block below.
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
				Mark II				DEMONSTRATED JOB PERFORMANCE
	X							Ability to handle multiple tasks
	X							Ability to meet deadlines
X								Ability to work without close supervision
	X							Acceptance and use of criticism
	X							Accuracy in checking for and correcting errors
	X							Alertness
	X							Consistency in checking for and correcting errors
X								Consistently observes institutional policies and procedures
X								Dependability
X								Ease of learning new techniques and procedures
X								Initiative
X								Judgment and ability to make decisions
X								Neatness and orderliness of work/thoroughness
X								Quantity of work output
		X						Reports to work on time
	X							Self-control and courtesy in dealing with others
X								Understands and uses appropriate technology
X								Willingness to do work assigned
21	X							Written communication skills
		A SAME				100		PERSONAL QUALITIES
X	RESIDENCE VAN	COLUMN TWO						Capacity for independent thought and planning
1	X							Demonstrates ability to direct or manage
X	1							Demonstrates supervisory ability
$\frac{X}{X}$								Exhibits honesty and integrity
X								Imaginative contributions
X								Leadership
X						-		Loyalty
	X							Oral communication skills
	X							Professional appearance/grooming
	X							Seeks self-improvement/professional development
	X							Sense of responsibility
X					-			Staff relationships (when applicable)
X								Student relationships (when applicable)

# Supervisor's Comments and Recommendations:

provides gre imagination to work through "hurd	eat oversight and di	rection of the area of	of academic affairs	. She has a great deal of creat	ive s insightful.
imagination to work through "huro	dies. And, her add	ress or academic an	ians with histitution		
				(Continue on separate she	
Personnel Action Recommended	d: [ ] Extend Pro [ ] Salary/Me	obationary Period rit Increase	[ ] Promenof [X] Columb	F. Herminate Emplo	yment
Department		Date	ick S. B. W.	www.mediate.Specrviso	or
Employee's Statement:					
My comments:					
				1 7	×
		-	.4,3		
					ot if necessary
		Date	Sale	Lightanic of Employee	-
Vice President's Comments and	Recommendation	ıs:			
					-1 :f 0 0 0 0 0 0 0 0 0
				(Continue on separate she	
Personnel Action Recommended		obationary Period rit Increase [	[ ] Promotion ] Continue/Renev		yment
	[ ] Salary/ivie	In mercase [	1 Continuos reone (	, , , , , , , , , , , , , , , , , , , ,	
		Date	Sign	ature of Vice President	
President's Comments:					
Instructions to Human Resource	96.				
instructions to Human Resource			199	The state of the s	
				. <u> </u>	
		Date	la	id in a display	
HUMAN RESOURCES USE OF	NLY	F. 4 D - 4 -	PE FREE SHOWERS	The state of the s	
Date Received Po	ositions Held	Exit Data Dates Employ	yed Sepa	aration Date	
Date Filed			Reas	son for Separation	
Initials		_	Date	Final Paycheck Issued	



Empl	oyee N	ame .					Š	S.S.N.	On Fil	le	
Date Hired Dat						Date	Last Promoted	· · · · · · · · · · · · · · · · · · ·	Budget Code		
Job T	itle	Acti	ng VP	Aca	demic	Affair	rs_Evaluation Perio	od: From	2012	to2013	
Depar	rtment		Acade	mic 2	Affair	s	Immediate S	Supervisor_	./ 		
Reaso	n for E	Evalu	ation:	X	Annua	ıl	☐ Mid-Year	☐ Prob	ationary	□ Exit	
evalua	te obje	ctive	an em	ploye	e's pa	st perf	A periodic perform formance. After complace an "X" in the appropriate the second control of the second control	pletion of thi	s evaluation	by the College to a, it should be reviewed	
Outstanding	Good Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe					

Outstanding	Very Good	pc	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
l o	Ver	Good	Ad	Nec Im	Ina	No Ap	No to	,
COSTRACT		Linesans	No or Sale	ZINENNIKSI	NE CHE	STEEN STEEN	BOARDARY	DEMONSTRATED JOB PERFORMANCE
X		100 m	S. S	Service of	STATE OF THE PARTY.			Ability to handle multiple tasks
	X		-	-		-		Ability to meet deadlines
X	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	<del> </del> -						Ability to work without close supervision
1	X	-						Acceptance and use of criticism
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	X				-		Accuracy in checking for and correcting errors
-	X							Alertness
	X	-						Consistency in checking for and correcting errors
X	11							Consistently observes institutional policies and procedures
X								Dependability
X								Ease of learning new techniques and procedures
X	<del>                                     </del>							Initiative
	X							Judgment and ability to make decisions
	X							Neatness and orderliness of work/thoroughness
X								Quantity of work output
	X							Reports to work on time
	X							Self-control and courtesy in dealing with others
X								Understands and uses appropriate technology
X								Willingness to do work assigned
	X							Written communication skills
, Ar								PERSONAL QUALITIES
X								Capacity for independent thought and planning
X								Demonstrates ability to direct or manage
X								Demonstrates supervisory ability
X								Exhibits honesty and integrity
X								Imaginative contributions
X								Leadership
X								Loyalty
X								Oral communication skills
X								Professional appearance/grooming
X								Seeks self-improvement/professional development
X								Sense of responsibility
	X							Staff relationships (when applicable)
X								Student relationships (when applicable)

Supervisor's Comments and	Recommendations:		
It is a pleasure to work with		she continues to enhan	nce the academic operations.
			(Continue on separate sheet if necessar
Personnel Action Recomme	ended: [ ] Extend Pro	obationary Period erit Increase	Promotion Terminate Employment [X] Continue Description
Department		Date	1916 1 Tree is purine mate. Supervisor
	ave reviewed and discuss	sed this performance e	valuation with my supervisor
My comments:			
			in the war at a sheet, if necessar
		5/3//3 Date	
Vice President's Comments	and Recommendation	s:	SALE
Personnel Action Recomme	ended: [ ] Extend Pro	bationary Period	(Continue on separate sheet if necessar  [ ] Promotion [ ] Terminate Employment [ ] Continue/Renew Contract
President's Comments:		Date	Signature of Vice President
Instructions to Human Resc	ources:		
			TOTAL STATE OF THE
		5/3//3 Date/	
HUMAN RESOURCES US		Exit Data	1 Separation Date
Date Received  Date Filed	Positions Held	Dates Employed	Reason for Separation
Initials			Date Final Paycheck Issued
IIIIIIII			



Employee Name	, -	S.S.N	
Date Hired	Date Last Promoted	Bud	get Code
Job Title V.P. Academic Affa	airsEvaluation Period:	From 2011	to 2012
Department <u>Academic Affa</u>	airs Immediate	Supervisor	
Reason for Evaluation: 🏻 Ann	ual	☐ Probationary	□ Exit
		1000 N 100 N 1	

**ROLE AND SCOPE OF EVALUATION:** A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

and	uiso	ussec	1 77111	1 1110 01	mpro,			
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
1000	10000	PER LES	N. Marie	Name of			<b>持续的</b>	DEMONSTRATED JOB PERFORMANCE
								Ability to handle multiple tasks
		X						Ability to meet deadlines
	X							Ability to work without close supervision
		X			~			Acceptance and use of criticism
			X					Accuracy in checking for and correcting errors
	X							Alertness
			X					Consistency in checking for and correcting errors
		X						Consistently observes institutional policies and procedures
	X							Dependability
	X							Ease of learning new techniques and procedures
X								Initiative
		X						Judgment and ability to make decisions
	X							Neatness and orderliness of work/thoroughness
		X						Quantity of work output
	X							Reports to work on time
	X							Self-control and courtesy in dealing with others
	X							Understands and uses appropriate technology
	X							Willingness to do work assigned
	X							Written communication skills
	5330				42	10 miles	4.74	PERSONAL QUALITIES
National Control	X	CONTRACTOR AND	NORTH MARKET					Capacity for independent thought and planning
	X		-					Demonstrates ability to direct or manage
	X							Demonstrates supervisory ability
X								Exhibits honesty and integrity
X								Imaginative contributions
		X						Leadership
X								Loyalty
X								Oral communication skills
X								Professional appearance/grooming
X		-						Seeks self-improvement/professional development
X	<u> </u>		-					Sense of responsibility
X								Staff relationships (when applicable)
X								Student relationships (when applicable)

	rengthened			(Continue on separate sheet if	nocoss
		D. I. ii D. ii d	[ ] Duamation	[ ] Terminate Employme	
Personnel Action Recomme		Probationary Period /Merit Increase	[ ] Promotion [ X ] Contile (	enew Contract	,,,,,,,
Donatorat		Date		n Prancy San Prancy Star	
Department			fon	Leading District	
Employee's Statement: I ha	ave reviewed and disc	cussed this performanc	e evaluation with his	- Sapera isoti di	
My comments:	heation	es acc	estab	le	
			<i>V</i> '		
			P Day Larme cy	PRODUCTION OF THE PRODUCT OF THE PRO	
				Somunue on separate sheet if	necesso
		5/14/12			4.0
	( <u> </u>	Date		guartice of Employees.	
	170	iona			
ice President's Comments	and Recommendat	ions:		Section 1888 - Action 1	
				and the last of th	
v					
		-			
				(Continue on separate sheet if	necesso
overnmel Agtion Pacomme	nded: [ ] Extend	Probationary Period	[ ] Promotion		
ersonnel Action Recomme	nded: [ ] Extend [ ] Salary/	Probationary Period Merit Increase		(Continue on separate sheet if a [ ] Terminate Employme enew Contract	
ersonnel Action Recomme	nded: [ ] Extend [ ] Salary/	Probationary Period Merit Increase	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
ersonnel Action Recomme	nded: [ ] Extend [ ] Salary/	Probationary Period Merit Increase Date	[ ] Continue/Re	[ ] Terminate Employme	
	nded: [ ] Extend [ ] Salary/	Merit Increase	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
	nded: [ ] Extend [ ] Salary/	Merit Increase	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
	nded: [ ] Extend [ ] Salary/	Merit Increase	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
resident's Comments:	[ ] Salary	Merit Increase	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
resident's Comments:	[ ] Salary	Merit Increase	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
resident's Comments:	[ ] Salary	Merit Increase	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
resident's Comments:	[ ] Salary	Date  Left in  June	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
resident's Comments:	[ ] Salary	Merit Increase	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
resident's Comments:	[ ] Salary/	Date  Left in  Date	[ ] Continue/Re	[ ] Terminate Employme enew Contract	
resident's Comments:	[ ] Salary/	Date  Date  Date  Date  Date	Signate  7	[ ] Terminate Employme enew Contract	
resident's Comments:  Instructions to Human Resources  IUMAN RESOURCES US  Date Received	[ ] Salary/	Date  Left in  Date	Signature / Red	[ ] Terminate Employment Contract  The Contract  The Contract Cont	nt
resident's Comments:  Instructions to Human Resolutions to Human Resolutions  Date Received Date Filed Initials	[ ] Salary/	Date  Date  Date  Date  Date	Signate  Signate  Signate  Signate  Signate  Reason  Reason	[ ] Terminate Employment Contract  The of Vice President  The of Vice President from Date	nt



Employee Name:			S.S.N.: On Fi	ile
Date Hired: 5/1/12	Date Last Promoted:	Budg	et Code:	
Job Title: V.P. for Student Affairs		<b>Evaluation Period:</b>	From <u>2013</u> to 2 <u>0</u>	<u>14</u>
Department: Student Affairs	Imm	nediate Supervisor:		-
Reason for Evaluation: X Annual	☐ Mid-Year	☐ Probationary	☐ Exit	

**ROLE AND SCOPE OF EVALUATION:** A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
	議合業	Least the	對於	精制制	September 1	9-15-20-20	是自然也	DEMONSTRATED JOB PERFORMANCE
	X							Ability to handle multiple tasks
	X							Ability to meet deadlines
	X							Ability to work without close supervision
	X							Acceptance and use of criticism
	X							Accuracy in checking for and correcting errors
	X							Alertness
		X						Consistency in checking for and correcting errors
	X							Consistently observes institutional policies and procedures
X								Dependability
		X						Ease of learning new techniques and procedures
	X							Initiative
	X							Judgment and ability to make decisions
	X							Neatness and orderliness of work/thoroughness
	X							Quantity of work output
X								Reports to work on time
X								Self-control and courtesy in dealing with others
	X							Understands and uses appropriate technology
X	WAS THE S							Willingness to do work assigned
	X				NAME OF TAXABLE PARTY.		***	Written communication skills
	影響的	BE SE	指制的	RAL REP				PERSONAL QUALITIES
	X							Capacity for independent thought and planning
	X							Demonstrates ability to direct or manage
	X							Demonstrates supervisory ability
X								Exhibits honesty and integrity
		X						Imaginative contributions
	X							Leadership
X								Loyalty
	X							Oral communication skills
X								Professional appearance/grooming
	X							Seeks self-improvement/professional development
	X							Sense of responsibility
	X							Staff relationships (when applicable)
	X					1		Student relationships (when applicable)

## Supervisor's Comments and Recommendations:

continues to assist with the development of the student affairs areas. He is engaging, cooperative and disciplined through the completion of tasks.

					(Continue on separate sheet if necessary)
Personnel Action Recomme	nded:	[ ] Extend Pr [ ] Salary/M	obationary Period erit Increase	[ ] P: [X] (	romotion [ ] Terminate Employment
Department			Date	13	The manufacture of the suffervisor
Employee's Statement:				SA	
My comments:					
			7/25/14		Comprise on separate specific necessary)
Vice President's Comments	and Re	commendation	ns:		Mess sing sing contains
Personnel Action Recommen	ıded:	[ ] Extend Pr [ ] Salary/M	obationary Period erit Increase		(Continue on separate sheet if necessary) romotion [ ] Terminate Employment ontinue/Renew Contract
			Date		Signature of Vice President
President's Comments:					
Instructions to Human Reso	urces:				
			Date		
HUMAN RESOURCES US	E ONL	Y	Exit Data		Antiferior 120 120 120 130 1300 1200 1200
Date Received	Posit	ions Held	Dates Employ	yed	Separation Date
Date Filed	S		_		Reason for Separation
Initials			-		Date Final Paycheck Issued



Em	ploy	ee Na	ame.				Ī			S.S.N.: On File	
Dat	te Hi	red:_	5	/1/12			Date	Last Promoted: _	Bud	get Code:	
Job	Titl	e: <u>V.</u>	P. fo	r Stud	ent A	Affairs	3		<b>Evaluation Period:</b>	From <u>2012</u> to 2 <u>013</u>	
Dej	oartn	nent:	Stu	dent A	ffair	<u>'S</u>		Ir	nmediate Supervisor: 1		
Rea	ison	for E	valu	ation:	X	Annua	l	☐ Mid-Year	☐ Probationary	☐ Exit	
ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be review and discussed with the employee. Please place an "X" in the appropriate block below.											
utstanding	ery Good	poog	Adequate	Veeds mprovement	nadequate	Not Applicable	No Chance o Observe				

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
1	PORT ST	His are	1000	ALL CON		學的發展	拉温料	DEMONSTRATED JOB PERFORMANCE
Name and Address of the Owner, where	X							Ability to handle multiple tasks
X								Ability to meet deadlines
	X							Ability to work without close supervision
	X							Acceptance and use of criticism
		X						Accuracy in checking for and correcting errors
	X							Alertness
		X						Consistency in checking for and correcting errors
	X							Consistently observes institutional policies and procedures
X								Dependability
	X							Ease of learning new techniques and procedures
	X							Initiative
		X						Judgment and ability to make decisions
	X					8		Neatness and orderliness of work/thoroughness
	X							Quantity of work output
X								Reports to work on time
X								Self-control and courtesy in dealing with others
		X						Understands and uses appropriate technology
	X							Willingness to do work assigned
	X							Written communication skills
\$ 4.	186	HINN.	Trois of	學可能	1		The second	PERSONAL QUALITIES
-	X							Capacity for independent thought and planning
	X						P-970-70	Demonstrates ability to direct or manage
	X							Demonstrates supervisory ability
X								Exhibits honesty and integrity
	X							Imaginative contributions
X								Leadership
X								Loyalty
X							44.01/00/2017	Oral communication skills
X								Professional appearance/grooming
	X							Seeks self-improvement/professional development
X								Sense of responsibility
X								Staff relationships (when applicable)
X	1							Student relationships (when applicable)

Supervisor's Comments and	Recommendations:		
It is a pleasure to work with			
			(Continue on separate sheet if necessary)
Personnel Action Recomme	ended: [ ] Extend Pro [ ] Salary/Me	bationary Period rit Increase	[ ] Promotion [ ] Terminate Employment [ ] Continue/Renew Conflact
		5.29.11	
Department		Date	sor
Employee's Statement: I ha	ave reviewed and discuss	ed this performance e	valuation was a second
My comments:			
			was the selection of more than I then
		/ - /	(Continue on separate sheet if necessary)
		5/29/2013	
		Date	and Lind Very
Vice President's Comments	and Recommendations	<b>5:</b>	SHEET TO THE TOP OF THE PARTY O
			(Continue on separate sheet if necessary)
Personnel Action Recomme	nded: [ ] Extend Pro [ ] Salary/Mer	bationary Period it Increase	[ ] Promotion [ ] Terminate Employment [ ] Continue/Renew Contract
		Date	Signature of Vice President
President's Comments:			
Instructions to Human Reso	ources:		
			And the second s
	2	29 . 13	
		Date	
HUMAN RESOURCES US	E ONLY		The state of the s
	Positions Held	Exit Data  Dates Employed	Separation Date
Date Received Date Filed	rositions rield	Dates Employee	Reason for Separation
Initials			Date Final Paycheck Issued
Illitials			•



En	ploy	ee N	ame:	1.	., ==	11		S.S.N.: On File			
Da	te Hi	red					Date	e Last Promoted Budget Code			
Department Student Affairs mmediate Supervisor											
Reason for Evaluation: X Annual											
eva	luate	obje	ctive	an em	ploye	ee's pa	st perf	V: A periodic performance evaluation is used by the College to rformance. After completion of this evaluation, it should be reviewed place an "X" in the appropriate block below.			
Outstanding	Very Good	Good		1		Not Applicable	No Chance to Observe	,			
		P	***			1935		DEMONSTRATED JOB PERFORMANCE			
	X							Ability to handle multiple tasks			
2	X							Ability to meet deadlines			
	X							Ability to work without close supervision			
	X							Acceptance and use of criticism			
		X					201=	Accuracy in checking for and correcting errors			
		X						Alertness			
		Х						Consistency in checking for and correcting errors			
		X						Consistently observes institutional policies and procedures			
	X							Dependability			
	Χ							Ease of learning new techniques and procedures			
	X							Initiative  Judgment and ability to make decisions			
	X							Neatness and orderliness of work/thoroughness			
	X							Quantity of work output			
	X	X						Reports to work on time			
-	X	Λ						Self-control and courtesy in dealing with others			
	X							Understands and uses appropriate technology			
	X							Willingness to do work assigned			
	X							Written communication skills			
30918	A		SV-201				and the same	PERSONAL QUALITIES			
	X	A Property of			MALE CONT.		CALCOLINA	Capacity for independent thought and planning			
	X				-			Demonstrates ability to direct or manage			
-	X							Demonstrates supervisory ability			
X								Exhibits honesty and integrity			
	X							Imaginative contributions			
	X							Leadership			
X								Loyalty			
	X			116				Oral communication skills			
	X							Professional appearance/grooming			
X								Seeks self-improvement/professional development			
X								Sense of responsibility			

X

Staff relationships (when applicable)
Student relationships (when applicable)

Supervisor's Comments and	Recommendations:		
<u>s</u> contir	nues to be an asset to the	College.	
			(Continue on separate sheet if necessary,
Personnel Action Recomme	nded: [ ] Extend Pro	erit Increase	[ ] Promotion [ ] Terminate Employment [X] Continue Property Contract
Department		Date	majer light Supervisor
Employee's Statement: I ha	ve reviewed and discuss	sed this performance	evalua de la companya
		5-14-12 Date	(Continue on separate sheet if necessary)
Vice President's Comments	and Recommendation	s:	
	L. J. F. J. Frederick Date	hatianary Pariad	(Continue on separate sheet if necessary)  [ ] Promotion [ ] Terminate Employment
Personnel Action Recomme	[ ] Salary/Me	rit Increase	[ ] Continue/Renew Contract
		Date	Signature of Vice President
President's Comments:			
Instructions to Human Reso	ources:		
		Date	
HUMAN RESOURCES US	Positions Held	Exit Data  Dates Employe	
Date Filed Initials			Reason for Separation  Date Final Paycheck Issued