



Administrative Evaluation of Department/Program Coordinators

Process Overview

Evaluation Process

Under the direction of the Office of Academic Affairs, the Supervising Administrator will conduct an evaluation of faculty serving as Department/Program Coordinators according to the timeline established through mutual agreement with the Academic Senate.

Program Coordinator evaluations include a self-evaluation, a peer evaluation by faculty in the program/department, and administrative evaluation by the supervising administrator. The work of the self, peer and administrative evaluation focuses on the administrative performance of the program coordinator relative to contractual obligations, professional responsibilities, and the position announcement. To establish consistency with the evaluation process for administrative staff, the evaluation will be done once every three years during the second year of the program coordinator's term.

Evaluation Outcome

At the conclusion of the administrative evaluation process, the Supervising Administrator will assign performance ratings (Not Applicable, Meets or Exceeds; Needs Improvement, or Does not Meet) and provide feedback for the primary areas of faculty responsibility covered by the administrative evaluation process. When the Supervising Administrator has completed all components of the evaluation as listed above, he or she will meet with the evaluatee to review the completed evaluation packet, including the summary evaluation and recommendation on continuation of term or improvements as deemed by the full evaluation results. The evaluatee and supervising administrator will sign the final evaluation document indicating that the review process is completed. The final, signed administrative evaluation packet will be maintained in the Office of Academic Affairs. The evaluation summary will be forwarded to Human Resources for inclusion in the evaluatees personnel file, subject to the provisions for inclusion of materials in personnel files set forth in the collective bargaining agreement.

If the overall performance ratings are anything other than "Meets or Exceeds" or if the evaluation includes observation of a pattern of deficiency, the Supervising Administrator will schedule a separate meeting with the faculty member to review the evaluation materials and discuss the area(s) for improvement. The faculty member may include a representative at this or any meeting related to the administrative evaluation. If the issue(s) are resolved at this meeting, no action is taken. If not, a work plan will be developed to address the area(s) of concern or deficiency. In all cases, the discipline article of the contract and applicable Education Code provisions will be followed.



Note

Nothing in these guidelines shall be construed to limit in any way the District's right to investigate allegations against unit members when authorized or required by law or to initiate discipline procedures as authorized by applicable provisions of Education Code. Further, nothing in this process shall be construed to limit in any way the rights of the District to conduct an evaluation process independent from the scheduled Department/Program Coordinator process.

March 2019
September 2019