

EMPLOYEE PERFORMANCE  
EVALUATION

DLA  
(LOCAL)

**Performance  
Evaluation**

Purpose

The College District shall routinely evaluate the performance of all College District employees. The purpose of an employee's performance evaluation shall be to:

1. Raise the quality of instruction and educational services provided to the citizens of the community;
2. Raise the standards of the College District as a whole;
3. Aid the employee in professional development; and
4. Determine the employee's future employment with the College District.

Process

Goal setting and developing performance objectives are an important part of the performance evaluation process. Careful consideration shall be given to the development of the individual employee's goals and objectives.

The performance evaluation shall be conducted by the employee's immediate supervisor. The evaluation discussion shall focus on the employee's performance of assigned duties, other job-related criteria, and success in meeting the goals and objectives set for the evaluation period, as well as goal setting and objectives for the next rating period.

Frequency

In general, employee evaluations shall be a cooperative and continuing process throughout the year. A formal performance evaluation shall be completed once a year for all full-time employees and adjunct faculty in accordance with guidelines and schedules established by the College President.

Documentation

An employee shall receive a copy of his or her performance evaluation, and the original shall be placed in the employee's personnel file each year.

**Introductory Period  
Review**

Introductory period performance evaluations shall be conducted for full-time classified and administrative/professional employees in accordance with the guidelines and schedules established by the College President.

**Upward Performance  
Evaluations**

Upward performance evaluations shall be conducted by direct reports for employees in positions at the dean level and above in accordance with the guidelines and schedules established by the College President.