

## EMPLOYEE PERFORMANCE: EVALUATION

### SECTION ONE: PURPOSE AND ALIGNMENT OF POLICY

#### 1.01 Purpose

The purpose of this local policy is to promote communication and provide useful feedback about job performance, facilitate better working relationships, provide a historical record of performance, and contribute to the professional development of each College employee.

#### 1.02 Alignment

Employees of the College direct and assist with the learning enterprise of an academic institution and are responsible for assuring the quality of the academic programs and services. It is the purpose of this policy to effectuate the governance function of the Board of Trustees and ensure that all employees are regularly evaluated.

### SECTION TWO: EMPLOYEE PERFORMANCE EVALUATION

- 2.01** The College District shall regularly evaluate the effectiveness of each employee in accordance with the criteria and procedures developed with employee input and described in administrative regulations.

### SECTION THREE: IMPLEMENTATION AND REVIEW

#### 3.01 Responsible Person

The College President is responsible for the implementation of this policy. The College President may delegate authority to create and administer procedures related to the implementation of this policy.

#### 3.02 Communication to Constituents

The College shall publish all LOCAL policies and REGULATIONS in the *Angelina College Policy & Procedure Manual*, which the College makes available online and links to the College's homepage.

The College Marketing Office provides a hyperlink to all new or revised policies and regulations in the *Angelina College Policies & Procedures Manual* in the Weekly Update email to all employees.

#### 3.03 Timeline for Completion of Procedures

The College President will approve and publish procedures for this policy within 30 days of its adoption and/or amendment by the Board of Trustees.

### **3.04 Methodology for Monitoring Compliance and Reporting Results**

The Human Resources Department shall confirm that each employee receives a regular performance evaluation. The Director of Human Resources shall inform the College President and/or the Vice President of Business Affairs of any instances of noncompliance with this policy. If the preponderance of evidence developed through an investigation supports a finding of consistent or pervasive noncompliance, the College President shall report the findings to the Board President.

Employees of the College who do not comply with this policy may be subject to disciplinary action pursuant to DM (Regulation).

### **3.05 Schedule for Review**

The College President or his designee will review this policy by monitoring changes in state law through the legislative process, relevant court decisions, or opinions published by the Texas Attorney General.

The Vice President of Business Affairs is responsible for reviewing and updating this policy. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.