

## 5.34 Employee Evaluation

**Last Revised:** November 2021

**Policy:** Piedmont Community College (PCC) is committed to fostering an environment of educational excellence. To assure that such an environment is created and maintained, the College requires annual performance evaluations of personnel.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to utilize an evaluation process to increase the effectiveness of personnel in fulfilling the mission, vision, values, and goals of the College and to assist personnel in selecting professional development activities to encourage personal and professional growth.

#### **Definitions**

**First-level Supervisor**—immediate supervisor of the employee.

**Second Level Supervisor**—immediate supervisor of the first-level supervisor.

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**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

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### **Procedure:**

#### Section 1: Evaluation Timeline

- 1.1. Due dates for the employee evaluation process are listed in Table 1.
  - 1.1.1. If a due date falls on a weekend or holiday the due date is the next scheduled PCC workday.
- 1.2. Employee evaluations must be concluded in time to expedite the contract renewal decision-making process.

1.3. The evaluation period is for the current fiscal year with the exception of student evaluations.

1.3.1. Student evaluations follow a semester-based timeframe, and evaluations from the prior academic year’s spring semester and current academic year’s fall semester are included in the faculty evaluation, if available.

1.4. The employee evaluation form is located on the College’s shared drive.

**Table 1. Employee Evaluation Process Due Dates**

Process	Date Due
<b>FACULTY</b>	
Evaluation process begins	August 1
Classroom Observations	See PCC Faculty Handbook
Administration of student evaluations (Spring for prior academic year/Fall for current academic year)	Spring: March/April Fall: October/November
Evaluation form made available to the employee for completing self-evaluation	January 15
Employee submits completed self-evaluation to first-level supervisor	February 1
First-level supervisor completes evaluation of the faculty’s performance and may provide it to the faculty member	Prior to meeting with employee
First-level supervisor and faculty meet to review and discuss the evaluation	February 28
First-level supervisor sends the completed evaluation to the second level supervisor for review and approval	March 10
Second-level supervisor forwards the completed evaluation to the appropriate VP or President for final approval	March 31
Contract renewal decision-making process completed with the Vice President and President	March 31

Process	Date Due
The completed and fully executed evaluation is available to faculty	April 10
The evaluation is maintained by the Office of Human Resources and Organizational Development	
<b>STAFF</b>	
Evaluation process begins	July 1
Evaluation form made available to the employee for completing self-evaluation	March 1
Employee submits completed self-evaluation to first-level supervisor	March 20
First-level supervisor completes their evaluation of the employee's performance and may provide it to the employee	Prior to meeting with employee
First-level supervisor and employee meet to review and discuss the evaluation	April 30
First-level supervisor sends the evaluation to second level supervisor for review and approval	May 10
Second-level supervisor forwards the evaluation to the appropriate VP or President for final approval	May 20
Contract renewal decision-making process completed with the Vice President and President	May 20
The completed and fully executed evaluation is made available to employee	May 31
The completed evaluation is maintained by the Office of Human Resources and Organizational Development	

Section 2: Evaluation Processes

- 2.1. Employee evaluations are based on clearly defined job expectations that are mutually agreed upon by the employee and their supervisors.

- 2.1.1. These expectations may be communicated by means that include, but are not limited to, the employee's position description, Faculty Handbook, and the PCC Policies and Procedures Manual.
- 2.2. The first-level supervisor has the responsibility for evaluating the employee's job performance throughout the fiscal year and if the need arises, holds periodic coaching sessions with employee to discuss ways to improve current job expectations.
- 2.3. Annually, based on the designated date listed in Table 1, the first-level supervisor and employee will have a face-to-face meeting to discuss the evaluation, emphasizing strengths and weaknesses in job performance.
  - 2.3.1. Student evaluations are a critical element in the faculty evaluation process.
  - 2.3.2. Student evaluations should be used as a learning tool to identify areas of improvement and enhance instruction.

### Section 3: Additional Documentation

- 3.1. Any area evaluated as "Unsatisfactory," "Needs Improvement," or "Outstanding" must be discussed and documented in the "Comments" section of the evaluation form, describing why performance needs improvement along with specific measures on how performance can be improved, or explain how performance exceeds expectations.
- 3.2. The first-level supervisor and employee will set mutual goals to be reached prior to the employee's next evaluation.
  - 3.2.1. The goals will be documented in the designated section of the evaluation form.
- 3.3. Recommendations should specifically state expected action steps to be taken to correct weaknesses and/or prepare the employee for future advancements.
- 3.4. The employee may make any written comments on the evaluation form prior to signing it.
  - 3.4.1. If needed, the first-level supervisor will arrange a meeting with the second level supervisor to resolve differences of opinions that arose during the face-to-face first-level supervisor/employee evaluation.

### Section 4: Review and Maintenance of Records

- 4.1. The second-level supervisor will review the employee evaluation for accuracy, objectivity, and completeness; assist in resolving any disagreement between the first-

level supervisor and the employee; and ensure that any conflicts identified have been resolved in a fair and equitable manner.

4.1.1. The results of the meeting are documented and maintained with the evaluation.

4.2. All evaluations will be maintained by the Office of Human Resources and Organizational Development.

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**Legal Citation:** [1C SBCCC 200.94](#)

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**History:** Effective February 1, 2009; Revised February 2012, November 2021