

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Performance Evaluation of Personnel NUMBER: 6Hx12:6-13

AUTHORITY: District Board of Trustees PAGE: 1

RESPONSIBILITY: Executive Director, Human Resources

OTHER: State Board of Education Rules DATE: See History Below
6A-14.0261; 6A-14.047; 6A-14-060; 6A-14.064
Florida Statutes 1001.64(18); 1001.65; 1001.02;

It is the policy of the District Board of Trustees that performance evaluations will be conducted on all personnel of the College using established college procedures. Performance evaluation is defined as the appraisal of an employee's performance against the performance requirements for the employee's position. The primary purpose of such evaluation is to assist personnel in professional development and in achieving stated college goals and objectives.

All letters and documents and any other materials of any kind or character which relate to or are germane to employee performance, including but not limited to performance evaluations and records of conferences related to performance which are placed in the employee's personnel records, shall be open to inspection only by the employee or by officials of the College who are responsible for supervision of the employee.

FLORIDA GATEWAY COLLEGE

PROCEDURE

TITLE: Performance Evaluation of Personnel

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AUTHORITY: District Board of Trustees

DATE: See History Below

RESPONSIBILITY: Vice President for Student Services, Vice President for Academic Programs, Vice President for Occupational Programs, Vice President for Business Services, and Executive Director, Human Resources

NUMBER OF RELATED BOARD POLICY: 6Hx12:6-13

A. Purpose

This institution has a firm commitment to a performance evaluation of all personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving College goals.

B. Administrators

Performance evaluations for all administrative staff should be initiated by the first week in January each year, completed and discussed with the employee by the second week in February, and submitted to the Human Resources Office by the last week in February. Administrators will be advised by May 1 of reappointment decisions.

C. Faculty

1. Administrative Evaluation of Faculty –

Performance evaluations for non-tenured faculty should be initiated by the second week in October each year, completed by the applicable supervisor, and discussed with the employee by the second week in November, submitted to the appropriate vice president by the third week in November, and submitted to the Human Resources Office by the first week in December.

Performance evaluations for tenured faculty should be initiated by the first week in December, completed by the appropriate supervisor and discussed with the employee by the third week in January, submitted to the appropriate Vice President by the first week in February and submitted to the Human Resources office by the second week in February.

Formal evaluations of faculty on continuing contract will be completed using the approved evaluation instrument once every two years using the same process for reporting as annual contract faculty. Every other year continuing contract faculty will complete an action research project known as a Learning Enhancement Assessment Plan. The appropriate vice president or designee will evaluate the plan for relevance, significance, scope, and specificity of the plan. In cases where faculty performance is below an acceptable range, the administrator may choose to evaluate a faculty member more often than is listed here.

Part time faculty, including dual enrollment instructors teaching at the high school campuses, will be observed at least one time per academic year, and be required to meet with the appropriate vice president or administrative designee. Student evaluations of the instructor, the formal observation instrument, and the goals for the coming year will all be discussed with the part-time faculty member. At that time, a part-time evaluation form will be completed and submitted to the employee's file.

2. Student Evaluation of Faculty

Student evaluations of all faculty will be conducted each fall and spring terms. These evaluations will be anonymous, and will be completed electronically. After the end of each term, all of the original evaluations will be given to the faculty member. In cases where faculty performance is below an acceptable level, or in cases where insufficient numbers of students respond electronically, the administration reserves the right to seek more frequent feedback from students.

Faculty personnel will be advised by April 1 of reappointment decisions.

D. Support Staff

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Performance evaluations for all support staff should be initiated by the first week in June of each year, completed and discussed with the employee by the third week in June, submitted to the appropriate vice president by the last week in June, and submitted to the Human Resources Office by the second week in July.

History: Adopted: 6/14/88; Effective: 6/14/88; Revised: 6/18/91, 4/10/01; 11/18/08; 12/17/12; 01/14/14