	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	PERFORMANCE REVIEW OF ADMINISTRATIVE, PROFESSIONAL, CAREER AND ADJUNCT EMPLOYEES	03-1201	1 OF 2
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-3.1 Authority to Hire	August 18, 2021		

## Purpose

The purpose of this procedure is to outline the process for conducting performance reviews for College employees and to provide the schedule for conducting such performance evaluations. The Chief Human Resource Officer (CHRO) shall be responsible for designating the tool utilized for performance evaluations.

## Procedure

A. Employee performance reviews can be utilized to:


1. Provide an opportunity for employees to discuss their performance and to plan for improvements expected in a manner that will encourage and support their professional growth and development as College employees.
2. Establish goals or performance standards to be followed and assessed on the next review.
3. Determine the employee's eligibility for salary increases and performance-based awards.
4. Serve as the basis for taking corrective or disciplinary action against the employee.
5. Assist in determining the employee's potential for continued employment.

B. The performance of all full-time and regular part-time Administrative, Professional and Career employees shall be evaluated annually. The performance of Administrative, Professional and Career are scheduled as follows:

Administrative	Annual Review – June 15
Professional & Career	Semi-Annual Review – June 15 & December 15

1. The performance of adjunct instructors, teaching in programs overseen by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), who have never been employed by the College in an adjunct role will be evaluated prior to the end of their first teaching term and annually thereafter, whenever employed.
2. Supervisors are encouraged to utilize check-ins as regular opportunities for supervisors and employees to discuss progress or any concerns during the time between reviews. Appropriate check-ins would be scheduled as follows:

Administrative	December 15
Professional & Career	March 15 & September 15

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	PERFORMANCE REVIEW OF ADMINISTRATIVE, PROFESSIONAL, CAREER AND ADJUNCT EMPLOYEES	03-1201	2 OF 2
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-3.1 Authority to Hire	August 18, 2021		

- C. Each supervisor will schedule an appointment with each assigned employee to conduct the performance review.
- D. No changes will be made after the review meeting has been conducted and the employee has signed the evaluation.
- E. Nothing contained in this Administrative Procedure shall interfere with or preclude the College from taking immediate or other action against any employee when that action is reasonably deemed appropriate pursuant to law and rule to that effect.
- F. Employees may submit a written statement providing comments in response to their performance evaluation. The statement will accompany the official performance evaluation.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: February 17, 2004, May 16, 2006, January 22, 2013, January 6, 2015, January 20, 2015, October 17, 2016, July 10, 2019, August 18, 2021