

EVALUATING AND
RECOMMENDING
PERSONNEL FOR
CONTINUED
EMPLOYMENT

The continuing appraisal of College District employees is an essential component for improving employee performance and services to students. The purposes of performance appraisal are to measure performance, to provide for the improvement of instruction by faculty and job performance for all employee classifications, to measure adherence to standards, to direct professional growth, and to provide a basis for employment decisions. The College District will utilize the appraisal process as one measure in making employment decisions. This appraisal system provides a means to identify areas of strengths and weaknesses in employee performance, improve communication, develop priorities for improvements, and provide assistance when needed.

The vice president of human resources shall send a communication annually to supervisory personnel as a reminder to conduct annual appraisals and a deadline for submission of appraisals for “one up review.”

Appraisals on personnel requires a “one up review” by the next higher supervisor prior to submission of the appraisal to human resources. “One up review” extends only to the level of vice president.

Personnel being recommended for one- and two-year contract appointments and tenure appointments will be presented to the board for consideration according to the following schedule:

- Administrative staff - February board meeting
- Faculty - March board meeting

PERFORMANCE
CONFERENCES

Separate from or in conjunction with the annual appraisal there may be conferences with the supervisor and employee to provide feedback. The purpose of these conferences may be to follow up on concerns discussed in the employee’s annual appraisal or to discuss new performance concerns.

Performance conferences should be documented in one of the following methods:

- Notes to the File – for performance concerns the supervisor has determined does not warrant a written communication. Supervisor’s should retain notes to the file regarding the employee for future notation during the annual appraisal
- Performance Communication are:
 - for performance concerns of a more serious nature; or
 - as a follow-up to previously discussed performance issues that still remain a concern;

Performance communications should be reviewed with the employee and the employee should sign the communication indicating he/she has received a copy. A copy of the performance communication should be sent to human resources to be placed in the employee's personnel file.

Supervisors should contact the vice president of human resources for assistance as appropriate in drafting performance conference communications.

FACULTY
APPRAISAL

Division chairs should ensure that each full-time faculty member under their supervision has reviewed the faculty job description, the faculty appraisal documents, and the appraisal process.

PURPOSES OF
APPRAISAL

The faculty of an educational institution plays a key role in accomplishing the mission of the institution. Brazosport College, recognizing the importance of the faculty, strives to support them and provide means and direction for professional growth and improvement of instructional skills. To facilitate this direction and to provide a fair and consistent basis for employment decisions are the broad purposes of the faculty performance appraisal system. More specifically, the purposes can be stated as follows:

- to maintain a current assessment of job duties and responsibilities;
- to improve achievement of institutional goals by ensuring that individual objectives are consistent with institutional mission and goals;
- to identify needed areas of professional development that will improve individual faculty performance;
- to recognize outstanding faculty performance;
- to improve communication between faculty and division chairs and between faculty and students; and
- to provide a consistent basis for personnel decisions as they relate to an individual's performance;

The faculty performance appraisal system is designed for both full- and part-time faculty as well as division chairs for the teaching portion of their duties.

In general, division chairs evaluating faculty shall follow the appraisal cycles set forth below in evaluating and recommending faculty.

Appraisal Cycles

	Part-time Faculty	Full-time Non-tenured and Non-tenure Track Faculty on One-year Contract	Full-time Non-tenured and Non-tenure Track Faculty on Two-year Contract	Tenured Faculty
Student Evaluation ^{1, 5} or Small Group Instructional Diagnosis (SGID)	Each long semester.	Each long semester (faculty member may exclude one class section per semester.)	Each long semester (faculty member may exclude one class section per semester.)	Each long semester (faculty member may exclude one class section per semester.)
Self-Appraisal and Appraisal by Supervisor	Second semester, then at least once every three years thereafter.	Annually.	On a three year rotation	On a three year rotation.
Appraisal Interview and Goal Setting	Second semester, then at least once every three years thereafter. Goal setting is optional unless prescribed by the supervisor for improvement purposes.	Annually.	Annually for goal setting and review of student evaluations. Every third year for appraisal ²	Annually for goal setting and review of student evaluations. Every third year for appraisal ²

¹ Student feedback must be obtained during the week on either side of the withdrawal deadline. Whether to use student evaluation forms or SGID for the scheduled feedback will be based on mutual agreement between the faculty member and supervisor.

² The faculty member may request more frequent review of progress toward goals.

⁵ The Vice President, Academic and Student Affairs must approve any exceptions to “mutual agreement” between a faculty member and supervisor.

	Part-time Faculty	Full-time Non-tenured and Non-tenure Track Faculty on One-year Contract	Full-time Non-tenured and Non-tenure Track Faculty on Two-year Contract	Tenured Faculty
Class Visitation by Department or Division Chair ^{4,5}	At supervisor's discretion.	At least one per year.	At least once every three years	At least once every three years.

⁴Class visits will be announced or unannounced based on mutual agreement between the faculty member and supervisor.

⁵The Vice President, Academic and Student Affairs must approve any exceptions to "mutual agreement" between a faculty member and supervisor.

The division chair, after completion of the appraisal, should forward the original appraisal document to the dean of instruction for one up review, signature and transmittal to human resources. The division chair and employee should retain copies of the appraisal document.

**ADMINISTRATIVE/
PROFESSIONAL
AND
CLASSIFIED STAFF
APPRAISAL**

The supervisor will conduct an annual appraisal of each administrative/professional and classified employee. The supervisor and the employee may decide to collect information from identified sources to aid in the appraisal process. The supervisor and employee should complete separate appraisals prior to the meeting. These appraisals will be used in completing the annual appraisal.

After completion, the supervisor shall forward the original appraisal document to his/her supervisor for "one up review" ("one up review" extends only to the level of vice president) signature and transmittal to human resources. The supervisor and employee shall retain copies of the appraisal.

**PURPOSES OF
APPRAISAL**

The purposes of the administrative/professional and classified staff performance appraisal system are to assist employees in the achievement of individual performance objectives and ensure consistency with the institutional goals and mission of Brazosport College. It is intended that this appraisal system will:

- assist employees in understanding assigned duties and responsibilities;
- improve communication among administrative staff, their supervisors and those they supervise;

- improve communication and foster a sense of teamwork within the college community;
- improve individual performance;
- recognize exemplary performance;
- identify areas for professional development;
- provide a consistent basis for evaluation regarding personnel decisions

The administrative/professional and classified staff performance appraisal system will be used for full-time and regular part-time employees in bands A, B, C, D and E of the classification system.

Appraisal forms for faculty, administrative/professional, and classified personnel are located on the "EmployeeInfo\$" drive.