

Performance Evaluations: Required Forms & Timelines



Presented by Human Resources

Training Objectives

- Review performance evaluation timelines for each employee classification
- Review evaluation forms for each classification

Timelines



Performance Evaluation Timelines

AFSCME

Article 31

- Completion of three (3) month probationary period
- Completion of six (6) month probationary period
- Annually – within 30 days prior or subsequent to the anniversary date of the initial hire or appointment to present position (including meeting with employee, acknowledgement by employee and supervisors, routed to HR)
- **HR sends a reminder to manager about due dates**

Performance Evaluation Timelines (con't.)

Non-Unit Professionals

Chapter XI – Section 11.01

Non-Unit Professionals Personnel Handbook

- Employee complete self-evaluation in Interview Exchange by **May 31**
- Supervisor completes evaluation and meets with employee.
 - Supervisor completion and employee acknowledgement must be completed in Interview Exchange by **June 30.**

If you are new to the Interview Exchange NUP evaluation process and want training, please reach out to HR to schedule a training.

Performance Evaluation Timelines (con't.)

MCCC

Full time Faculty

Article XIII - Sections 13.02, 13.04

- Summary evaluation shall be forwarded to the faculty member by **February 1.**
 - Faculty member has 7 days to review, sign, and return to their Dean.
 - Dean sends evaluation to HR for personnel file.
- Upon receiving tenure, a unit member shall receive a summary evaluation every third year.
- For post tenure review, see Section 13A.01 of CBA.

Performance Evaluation Timelines (con't.)

MCCC

DCE (Adjuncts)

Article XI – Sections 11.04, 11.05

- **Classroom Observation** - Classroom observations shall be conducted at least once for all unit members who have not met the threshold for reappointment. This is submitted to HR for the personnel file.
- **Comprehensive Evaluation** - The President of the College, or designee thereof, may review each unit member's performance, including student evaluations, classroom observation, if any, and all material in the personnel file, and forward a written evaluation to every unit member who has been so evaluated. The unit member shall be afforded the opportunity to respond in writing.

Performance Evaluation Timelines (con't.)

MCCC

Full-Time Unit Professionals Section 13.03

- **E7** – Position Description - *At the beginning of a professional staff member's appointment and by **July 1*** of subsequent appointments.
- Staff member provides a log of student advisement (**E4**), if appropriate, and college service activities (**E5**) by **December 30** and **May 30**.
- **E8** – Summary Evaluation - by **February 1** of the first appointment and by **June 1** of the first and subsequent appointments, except for tenured professional staff members during a non-evaluation year. Upon receiving tenure, a unit member shall receive a summary evaluation every third year.

Performance Evaluation Timelines (con't.)

MCCC

Part-Time Unit Professionals

Section 13.08

- **E7 - Within 21 days of a part-time professional staff unit member's appointment**, unit member shall receive an **E7**, which shall specify a list of duties and responsibilities for purposes of evaluation.
- **E4 & E5** - Part-time professional staff member provides documentation, including but not limited to, a log of student advisement (**E4**) and college service (**E5**), as appropriate **no later than 45 days prior to the completion of the unit member's appointment (i.e. completion of June 30th each year)**.
- **E10** - Summary evaluation by supervisor **no later than 21 days prior to the completion of the unit member's appointment (i.e. June 30th each year)**.

AFSCME Evaluation Forms



Performance Evaluation Form for Classified Employees

Part A

Five areas to be evaluated

- **Quality and Quantity of Work**
- **Work Habits**
- **Work Attitudes**
- **Professional Relationships**
- **Supervisory Ability (*where applicable*)**

Definition for Rating to be Applied

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Commendable: Accomplished all goals or performs all tasks and excels in a substantial manner▪ Above Standard: Performs all tasks above departmental standards▪ Competent: Meets departmental standards | <ul style="list-style-type: none">▪ Needs Improvement: Below average performance but improving and potentially acceptable.▪ Unacceptable: Many goals unrealized or many tasks not performed.▪ Not Applicable: Not applicable to job |
|---|---|

Specific examples must be cited in the space provided for comments.

Supervisory and Employee comments may be entered after each area

Performance Evaluation Form for Classified Employees (con't)

Part B

Comments of Departmental Supervisor who Performed Evaluation

Signature of Departmental Supervisor

Supervisor and Employee meet to review evaluation

Comments of Employee

Signature of Employee

Does not imply agreement or disagreement with evaluation

Part C

Comments of Intermediate Supervisor who Reviewed the Evaluation

Signature of Intermediate Supervisor

Supervisor and Employee meet to review evaluation (optional)

Comments of Employee

Signature of Employee

Does not imply agreement or disagreement with evaluation

Non-Unit Professionals Evaluation Forms



Performance Evaluation Form for Non-Unit Professionals

Job Description – Human Resources attaches current job description. Supervisor and employee should review during evaluation meeting.

Section I – Job Responsibilities

Section II – Leadership and Management Skills

Section III – Commitment to College and Community

Employee Comments

Employee Goals

Definition for Rating to be Applied

- **Below Expectations (Rating 1) - Marginal/Unacceptable Performance.** Requires weekly review and an improvement plan. Significant improvement is required.
- **Partially meets Expectations (Rating 2) – Requires some development, should be connected to a Professional Development Plan**
- **Fully Meets Expectations (Rating 3) – Complete duties of each and every specific function**
- **Exceeds Expectation (Rating 4) – Consistently exceeds job requirements**

If you are new to the Interview Exchange NUP evaluation process and want training, please reach out to HR to schedule a training.

Performance Evaluation for Non-Unit Professionals

- **Supervisor:**

- Keep a log of positive and improvement focused occurrences for each employee; to be discarded after evaluation is written
- Contact HR if you plan to use a Performance Improvement Plan (PIP); discuss important issues with HR and/or supervisor
- Complete the form
- Have regular conversations with employees outside of using the performance evaluation form
 - Focus on the job and goals
 - Use your coaching skills!
 - Always follow up with a "re-cap" email
- Keep job descriptions up-to-date

Performance Evaluation for Non-Unit Professionals

- **Employee:**
 - Review and complete Performance Evaluation Form prior to meeting with supervisor to have a sense of what the discussion will entail
 - Have regular conversations with supervisor outside of the performance evaluation process
 - Focus on the job and goals
 - Ensure job description is up-to-date

Performance Improvement Plan (PIP)

A Performance Improvement Plan (PIP) is completed in conjunction with the Non-Unit Professional Employee Performance Evaluation when the employee receives a 2 or lower rating on the Overall Performance Rating (2 rating equals “Partially Meets Expectations” and a 1 rating equals “Below Expectations”).

A supervisor may elect to use a PIP in other circumstances where an employee’s performance could benefit from an improvement plan. (NUP Handbook)

A PIP is designed to facilitate constructive discussion between a staff member and their supervisor and to clarify the work performance to be improved. It is implemented when it becomes necessary to help a staff member improve their performance. The supervisor, with input from the affected employee, develops an improvement plan; the purpose of the activities outlined is to help the employee to attain the desired level of performance.

The format and the expectation of the PIP should enable the supervisor and staff member to communicate with a higher degree of clarity about specific expectations. They should meet more often to assist with changes in behavior.

In all cases, it is recommended that the supervisor’s supervisor and Human Resources review the plan. This will ensure consistent and fair treatment of employees across the college. The supervisor will monitor and provide feedback to the employee regarding his or her performance on the PIP and may take progressive discipline action, if warranted.

Performance Improvement Plan (PIP), con't.

To develop a Performance Improvement Plan, the supervisor and the employee will:

- 1) Identify the “**employee’s key responsibilities**” via careful review of the job to be accomplished. The professional must master these responsibilities in order to be successful in the position.
- 2) Outline the “**performance improvement plan**” which should address the performance expectations around the employee key responsibilities and detail the training and support that will be provided to the employee during the performance period.
- 3) Describe “**success criteria**”. Success criteria describes how successful performance will be measured or how the supervisor will evaluate successful work completion.
- 4) Create a “**timeframe**”. The timeframe indicates the supervisor’s expectations for when certain key responsibilities will be demonstrated on the job and dates to check in and follow up with the employee.

MCCC Evaluation Forms



Performance Evaluation Form for MCCC

Full time Faculty

The procedure for evaluating faculty members shall consist of six (6) processes: (1) student evaluation; (2) course materials evaluation; (3) classroom observation evaluation; (4) student advisement and college service evaluation; and (5) personnel file review and (6) summary evaluation.

Division of Continuing Education (DCE)

The evaluation of unit members is directed to the following objectives:

- A. assessment of the professional performance of the unit member;*
- B. improvement of performance and quality of instruction; and,*
- C. to provide one of the factors which may be considered in making subsequent appointments.*

The President of the College, or designee thereof, may review each unit member's performance, including student evaluations, classroom observation, if any, and all material in the personnel file, and forward a written evaluation to every unit member who has been so evaluated. The unit member shall be afforded the opportunity to respond in writing.

Performance Evaluation Form for MCCC, con't.

Full time Unit Professionals

The procedure for evaluating full time unit professionals shall consist of a pre-evaluation conference to develop the Position Description (E7); evaluation of student advisement (E4) and College Service (E5)* ; review of personnel file; Summary Evaluation (E8); and Post-Evaluation Conference.*

**Due from professional staff member by December 30 and May 30, if applicable*

Part time Unit Professionals

Part time professional staff members shall be evaluated on the following components: (1) work performance; (2) student advisement (E4) and college service(E5); and (3) personnel file review.*

**Due from part time professional staff member no later than 45 days prior to end of fiscal year (June 30).*

Evaluation Forms for MCCC

MCCC Forms

- E1 Student Evaluation of Instructor – *Full time Faculty*
- E2 Checklist for Course Materials – *Full time Faculty*
- E3 Classroom/Instructional Evaluation – *Full time Faculty*
- E4 Student Advisement Log – *Full time Faculty & Unit Professionals*
- E5 College Service Evaluation – *Full time Faculty & Unit Professionals*
- E6 Full-Time Faculty Summary Evaluation – *Full time Faculty*
- E7 Professional Staff Position Description – *FT & PT Unit Professionals*
- E8 Professional Staff Summary Evaluation – *FT Unit Professionals*
- E10 Part-Time Professional Staff Summary Evaluation – *PT Unit Professionals*

All Performance Evaluation forms can be found on the Bristol Community College website at:

<https://www.bristolcc.edu/bristolcommunity/facultystaff/humanresources/forms/>

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