

HR Instructions Manual

ADULT INSTRUCTORS PERFORMANCE APPRAISAL

Procedure

Evaluation Standards

Contract Regular Hourly adult certificated employees are evaluated on an individual basis by a set of reasonable and specific standards which have been adopted for each class of employee. The District expects each employee to meet the standards established for his/her class or position as defined by the appropriate evaluation instrument. The evaluation process shall be consistent with and in consort with Article XI of the San Diego Adult Educators Chapter of Local 1931 American Federation of Teachers California Federation of Teachers, AFL-CIO Agreement with San Diego Community College District herein referred to as the S.D.A.E. Contract.

Evaluation Philosophy

1. Maintenance of a quality adult education program for the San Diego community requires that the evaluation of the District's instructional program and its instructors be an ongoing process.
2. The success of an educational organization is contingent upon the commitment and contribution of its staff. Evaluation should be an essential and meaningful process and should be viewed as a method essential to maintain program flexibility and to improve skills of the instructional staff. Therefore, instructors and administrators must work together to assume the responsibility for advancing the instructional program.
3. Participants in the evaluation process have inherent value and make positive contributions to the program. Moreover, participants will have the opportunity to expand the scope of the evaluation process.

The evaluation process will stimulate an educational climate that supports the life aspirations of our students and faculty.

1. Before an instructor is evaluated, when appropriate, there may be a conference between the evaluator and the instructor.
2. This evaluative process and related materials shall be field tested for one academic year (September 1, 1982, - June 30, 1983).
3. Members of the Adult Evaluation Committee may be asked to serve as consultants and may be requested to assist in the implementation of this proposed plan.

Performance appraisals are instruments that create positive and effective communications between instructor, manager, and District. There are times when the exploration of performance may lead to disciplinary action. In these instances, a copy of the employee's performance appraisal shall be forwarded to the Assistant Chancellor - Human Resources for inclusion in the employee's official personnel file. Documentation describing the concerns of management and the prescribed plan of eliminating those concerns shall also be attached to the employee's performance appraisal.

Instruction for Peer and Administrative Evaluations

1. The employee will be notified not less than five (5) work days in advance of a pending evaluation (Article XI, S.D.A.E. Contract). When Appropriate, there may be a pre-evaluation conference.
2. The Administrator will notify employee(s) of the time, date, location, and of the materials to be used in the evaluation process.

3. Within ten (10) instructional days, a final instructor evaluation conference will be scheduled by the site Administrator.
4. If the evaluation is less than satisfactory, see Article XI, Item 11.4.1, of the S.D.A.E Contract.

Frequency of evaluation

Refer to Article XI of the S.D.A.E contract.

Responsibilities

Evaluation of Adult Instructors

President

1. Appoints regular adult instructors in the appropriate academic/vocational field to serve as peer evaluators for all adult instructors scheduled for evaluation.
2. Coordinates the scheduling of peer evaluators for visitations and committee meetings in various centers/campuses and secures substitute instructors to teach peer evaluators' classes.
3. Reviews evaluation report. May request to review supporting documents. Approves or disapproves recommendations.
4. Signs the Performance Evaluation Report and retains the report in the [Office of Record](#).
 - a. A copy of the evaluation report may be provided to the employee upon request of the employee.
 - b. If discipline is recommended and supported by the appropriate administrative authority, the President must consult the S.D.A.E. Contract, Article XI, Item 11.4.1, and follow the disciplinary procedures and forward to the Assistant Chancellor - Human Resources copies of the recommendations accompanied with all supporting data to be included in the employee's official personnel folder prior to [March 15](#).

Administrator

1. Via the President, the Administrator receives list of instructors to be evaluated at his/her center.
2. Receives self-evaluation forms from the President and distributes to instructors being evaluated.
3. Calls upon peer evaluators and establishes visitation schedule for instructors to be evaluated between [November 1](#) and [December 1](#).
4. Visits classroom(s) to observe instructors being evaluated. Meets with peer evaluators prior to the employee conference to determine if employee being evaluated needs a remedial plan and, if so, what.
5. Meets with those employees and recommends action steps necessary for improvement and the consequences in the objectives of the planned action are not achieved.
6. Schedules conference with instructor being evaluated and peer evaluator to present evaluation and/or recommendation. If remedial action is necessitated, then this action should be specified.
7. Forwards recommendations to President for ratification and/or recommendation.

Peer Evaluator

1. Visits classes to observe instructor and makes written observation report.
2. Schedules conference with Administrator regarding instructors being evaluated.

Instructor

1. Completes self-evaluation report incorporating the student evaluations, if appropriate.
2. Processes and collects student evaluation questionnaires and immediately forwards student questionnaires to the Administrator prior to visit by the Administrator and/or peer evaluator.

Evaluation of Adult Counselors

Instruction for Peer and Administrative Evaluations

1. The counselor will be notified not less than five (5) work dates in advance of a pending evaluation (Article XI, S.D.A.E. Contract).
2. The Administrator will notify counselor(s) of the time, date, location, and of the materials to be used in the evaluation process.
3. Within ten (10) instructional dates, a final counselor evaluation conference will be scheduled by the site Administrator.
4. If the evaluation is less than satisfactory, see Article XI, Item 11.4.1, of the S.D.A.E. Contract.

Frequency of Evaluation

Refer to Article XI of the S.D.A.E. Contract.

President

1. Compiles the list of employees to be evaluated.
2. Coordinates scheduling of evaluation with Administrator to ensure that counselor is observed and evaluated before December 15.
3. Coordinates appointment of adult counselor as peer evaluator.
4. Reviews evaluation report. May request to review supporting documents. Approves or disapproves recommendations from Administrators.
5. Signs the Performance Evaluation Report and retains the report in the Office of Record.
 - a. A copy of the evaluation report may be provided to the employee upon request of the employee.
 - b. If discipline is recommended and supported by the appropriate administrative authority, the President must consult the S.D.A.E. Contract, Article XI, Item 11.4.1, and follow the disciplinary procedures and forward to the Assistant Chancellor - Human Resources copies of the recommendations accompanied with all supporting data to be included in the employee's official personnel folder prior to March 15.

Administrator

1. Via the President, the Administrator receives the list of counselors to be evaluated at his or her campus/center.
2. Receives self-evaluation forms from the President and distributes them to the counselors being evaluated.
3. Chairs the Evaluation Committee and establishes visitation schedules for counselors to be evaluated between November 1 and December 1.
4. Meets with peer evaluators prior to the employee conference to determine if employee being evaluated needs a remedial plan and, if so, what.
5. Meets with those employees and recommends action steps necessary for improvement and the consequences if the objectives of the planned action are not achieved. (Administrators must consult the S.D.A.E Contract, Article XI, Item 11.4.1)
6. Forwards recommendations to President for ratification.

Peer Evaluator

1. Visits counselor and makes written observation report.
2. Schedules conference with Administrator regarding counselor being evaluated.

Counselor

1. Completes and submits self-evaluation report prior to evaluation review conference with Administrator.

Evaluation of Adult Non-classroom Positions, Teacher Coordinators, Instructors on Special Assignment, and Project Leaders

Instruction for Peer and Administrative Positions

1. The employee will be notified not less than five (5) work dates in advance of a pending evaluation (Article XI, S.D.A.E. Contract). When appropriate, there may be a pre-evaluation conference.
2. The Administrator will notify employee(s) of the time, date, location, and of the materials to be used in the evaluation process.
3. Within ten (10) instructional dates, a final counselor evaluation conference will be scheduled by the site Administrator.
4. If the evaluation is less than satisfactory, see Article XI, Item 11.4.1, of the S.D.A.E. Contract.

Frequency of Evaluation

Refer to Article XI of the S.D.A.E. Contract.

Evaluation of Adult Instructors and Non-teaching Faculty

President

1. Compiles list of employees to be evaluated.
2. Coordinates the scheduling of peer evaluators for visitations and committee meetings in various centers/campuses.
3. Reviews evaluation report. May request to review supporting documents. Approves or disapproves recommendations from Administrators.
4. Signs the Performance Evaluation Report and retains the report in the Office of Record.
 - a. A copy of the evaluation report may be provided to the employee upon request of the employee.
 - b. If termination and/or discipline is recommended and supported by the appropriate administrative authority, the President must consult the S.D.A.E contract, Article XI, Item 11.4.1, and follow the disciplinary procedures and forward to the Assistant Chancellor - Human Resources copies of the recommendations accompanied with all supporting data to be included in the employee's official personnel folder prior to March 15.

Administrator

1. Via the President, the Administrator receives list of employees to be evaluated at his/her center.
2. Receives self-evaluation forms from the President and distributes to employees being evaluated.
3. Calls upon peer evaluators to set up visitation schedule for instructors to be evaluated between November 1 and December 1.
4. Meets with peer evaluators prior to the employee conference to determine if employee being evaluated needs a remedial plan and, if so, what.
5. Meets with those employees and recommends action steps necessary for improvement and the consequences if the objectives of the planned action are not achieved.
6. Schedules conference with employee being evaluated and peer evaluator to present evaluation and recommendation. If remedial action is necessitated, then this action should be specified.
7. Forwards recommendations to President for ratification and/or recommendation.

Employee

1. Completes self-evaluation report.
2. Immediately forwards self evaluation form to the Administrator prior to visit by the Administrator and/or peer evaluator

Assistant Chancellor - Human Resources (Responsibilities)

The Assistant Chancellor - Human Resources, at the beginning of the fall semester, will send data processing printout seniority lists to the Presidents for the following:

1. Adult Instructors
2. Adult Counselors
3. Adult Instructors (Non-classroom Assignments)

Planning Guide for Performance Evaluations

1. In order to be consistent when evaluating certificated personnel, managers are urged to review the systematic checklist provided and structure their performance appraisal interviews around the planning guide.
2. Read quickly through the process chart up to the section marked "Interview Start" noting any significant points that you would respond to negatively and marking each of these with "no".
3. Go back to each of these items that you have marked "no" and consider the following questions:
 - a. What do I have to do to change the "no" to a "yes"?
 - b. Can I achieve this change myself or do I have to use other resources (discussions with other managers, formal training, etc.)?
4. Read the remainder of the process sheet (after the "Interview-Start" point) and note any points that you feel may be of particular significance. Arrange these notes into a checklist to use during the forthcoming interview.
5. After the interview, compare the checklist with the whole appraisal process chart and note any points that could be improved the next time you conduct an appraisal.

[Contract Employee: See Section 87601, Paragraph a, California Education Code](#)

[Regular Employee: See Section 87601, Paragraph d, California Education Code](#)

[Hourly Adult Certificated Employee: See Section 87602, Paragraphs a and b, California Education Code](#)

[Office of Record: The president may designate a site or a location within the site that manifests record integrity and confidentiality.](#)

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