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1. PURPOSE:

The purpose of this section is to define the methods of performance appraisal of employees.

2. PROCEDURE:

Evaluation is a systematic method of appraising the performance of an individual in relation to his or her job description. The basis for evaluation is the improvement of all services offered by the institution. Evaluation is the responsibility of students, faculty, staff, and administration.

Each full-time employee will receive an annual performance appraisal with signed copies to be submitted to the Personnel Coordinator by June 1st each year. Data will be collected throughout the year by the immediate supervisor who is responsible for the summarized evaluation. Data relevant to the individual job description will be collected from a variety of sources. The forms developed for personnel performance appraisals and the timeline for completion can be accessed as an on-line link to this policy.

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Wayne Community College Rating Scale

The following scale will be used to evaluate the individual factors on the Performance Appraisal form(s).

O - Performance consistently exceeds job requirements. Demonstrates unusually high level of performance relative to all assignments and objectives. Distinguished performance overall.

E - Performance meets and often exceeds job requirements. Demonstrates successful performance on all major assignments and objectives and consistently exceeds position requirements in some areas.

M - Performance consistently meets job requirements. Demonstrates successful performance on all or most major assignments and objectives.

N - Performance is inconsistent; meets some job requirements but not consistently. Overall performance is below the acceptable level and must improve to meet minimum position requirements.

U - Performance is consistently below job requirements. Fails to meet position requirements in most areas. Corrective action plan and performance improvements are mandatory.

NA/NO - Not applicable or has not been observed by the reviewer.

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1. Faculty Performance Appraisal

- a. Student Evaluation - Students will evaluate an instructor during at least one semester each year. The instructor, with the immediate supervisor's approval, should select the semester he/she wishes to be evaluated for the year (Spring, Fall). Together they will select at least two classes to be evaluated by students during the designated semester. Between the ninth and tenth weeks of the semester, the instructor will distribute the evaluation forms to the students and leave the area for a designated time to allow students to complete the appraisal. A student volunteer will collect and deliver the forms to the secretary in the office of the division chair for the area. For evening classes the forms should be delivered to the office of the Evening Director. For classes at SJAFB, the forms should be delivered to the Office of the Coordinator of Programs on the base. When the compiled data from the student evaluations is returned to the immediate supervisor, an evaluation

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review will be held with the instructor and the supervisor. Copies of the summaries will be distributed to the instructor and the supervisors. (NOTE: Part-time curriculum faculty will undergo this evaluation every semester for at least one course.)

- b. In-class Observation - It is required that the immediate supervisor make one or more classroom, clinical/shop, or laboratory observations annually for each instructor to collect data related to instructional effectiveness. Observations should be shared with the instructor within one week after the visit. (NOTE: Part-time faculty will undergo this evaluation every semester.)
- c. Faculty Evaluation Process - Division Heads will rate department heads using the Wayne Community College rating scale. Department Heads will rate each instructor in his/her department using the same faculty evaluation process. Each major factor will be rated utilizing the descriptive statements as indicators of the performance expected. In-class evaluations will

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also be used to support the rating given. The STUDENT EVALUATIONS rating will be based upon the overall assessment by the division head. The category, ANNUAL OBJECTIVES, will be rated by the division head based upon the agreed upon evaluative criteria by the division head and instructor. ANNUAL OBJECTIVES are those activities beyond normal expectations of the position, such as developing new courses, revising programs/courses, extensive professional development, community involvement, etc. The RECOMMENDED PROFESSIONAL IMPROVEMENT ACTIVITIES CATEGORY is required when a rating of N or U is given in the previous evaluation period. These activities, when included, will become a part of the evaluation process and will be rated at the annual evaluation conference. The OVERALL RATING CATEGORY is the summary rating given by the division head based upon the overall performance of the instructor. This rating should be supported by comments in the supervisor's summary. The evaluation of each instructor will be reviewed by the Vice

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President for Academic Affairs prior to the annual evaluation conference.

2. Staff Performance Appraisals - The immediate supervisor should regularly collect data related to the job description. This completed data will assist the immediate supervisor in completing the annual performance appraisal by June 1st. Performance is evaluated based upon the individual's job description. Supervisors and employees will meet during May to discuss the job description, last year's performance appraisal, and points of evaluation for the coming year. After reviewing the evaluation with the employee, the supervisor will keep the original for his/her files with a copy maintained by the Employee. After the appraisal process is completed the original appraisal form will be forwarded to the Personnel Coordinator with a copy being maintained by the supervisor and employee.

a. Staff Appraisal Process

Supervisors will rate each employee on job tasks, annual goals and objectives, and observed behaviors

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using the WCC rating scale. The JOB TASKS category will be rated based on the primary and secondary job tasks in the current job description of the employee. Supervisors and employees will develop these job tasks at the beginning of the evaluation period; the next higher level of supervisor will approve the tasks. The expected level of performance for each job task must be defined and approved by the next level of supervision. Supervisors will evaluate the ANNUAL OBJECTIVES category based on evaluative criteria agreed on by the supervisor and employee. ANNUAL OBJECTIVES are those activities beyond the job tasks of the position, such as conducting studies of institutional practices, new institutional initiatives, revising filing systems, etc. The ASSESSMENT OF OBSERVED BEHAVIOR category will be evaluated by the supervisor using the WCC rating scale. The supervisor and employee will determine if any of the skills will not be part of the annual evaluation. The RECOMMENDED PROFESSIONAL IMPROVEMENT ACTIVITIES category is required when a rating of N or U

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is given in the previous evaluation period. These activities become a part of the evaluation process and will be rated at the annual evaluation conference. The OVERALL RATING category is the summary rating the supervisor gives based upon the overall performance of the employee. This rating should be supported by the comments in the supervisor's summary. The evaluation of each employee will be reviewed by the next level of supervision prior to the annual evaluation conference.

3. Continuing Education Faculty - Students will evaluate the faculty in all continuing education classes. The in-class observation of faculty by a supervisor will continue to be carried out on a random basis. In-class observations will be carried out as a part of the internal audit plan as determined by the vice president of Continuing Education.
4. Grievance Procedure - If an employee disagrees with any supervisory evaluation, the employee has the following options:
 - Attaching to the evaluation form a written statement presenting his/her differing opinion.

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- Requesting an additional conference at the next level of supervision. Differences would then be resolved on a case by case basis.

5. Who Gets Copies of What:

- a. Student Evaluation of Faculty and Instruction: A summary of the evaluation would go to the individual and the supervisors; a third copy would be attached to the Annual Performance Appraisal which will be on file in the office of the director of Personnel.
- b. Classroom Performance Evaluation of Faculty by Supervisor: Copies go to the instructor and the supervisor
- c. Annual Performance Appraisals: After reviewing this document with the employee, the supervisor keeps a copy for his/her files with an additional copy being maintained by the employee. The original will be forwarded to the Personnel Coordinator.

***Permanent part-time staff will be evaluated on the same basis as full-time employees.

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PERFORMANCE APPRAISAL SCHEDULE

MAY

1. Collect & summarize Supervisor Evaluation Forms on those individuals that you supervise.
2. Send out Supervisor Evaluation Forms on those who report to you and have them sent to President.
3. Complete Staff Performance Appraisal Form for each individual that reports to you and review with the President.
4. Complete your self-evaluation of your Staff Performance Appraisal and forward to President.

JUNE

1. Conduct appraisal conference with each individual that reports to you.
2. Review next year's Annual Objectives with each individual that reports to you and submit to President for review and sign off.
3. Schedule appraisal conference with President to review previous year's tasks/objectives and present next year's annual objectives.
4. Return completed appraisals to Personnel Director.

JULY THROUGH APRIL

1. Collect data on individual performance.
2. Schedule mid-year appraisals as needed.

[Click here to view the Staff Performance Appraisal Form.](#)

[Click here to view the Faculty Performance Appraisal Form.](#)

[Click here to view the Supervisor Evaluation Form.](#)