

The district assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The district establishes written criteria for evaluating all personnel. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations are formal, timely, and documented.

#### Vice Presidents

Vice presidents shall have a comprehensive evaluation by the superintendent/president annually for the first two contract years, then every three years thereafter or more frequently as required by an employment contract or as considered appropriate by the superintendent/president. The superintendent/ president will also review the vice president's annual goals and have regular discussions about progress in meeting them. An evaluation may be completed at any time the superintendent/president considers such an evaluation would be appropriate.

The primary purpose of the performance evaluation process is effective communication between the superintendent/president and the vice president regarding the level of job performance and a mutual understanding of performance requirements and contributions.

Performance evaluations should indicate the areas in which the vice president is performing satisfactorily, where improvement is needed, and where the vice president has made unique and significant contributions to the district. Upon completion of the evaluation, the vice president will be given a written document setting forth the

**Academic Administrators**

For academic administrators, see the Academic Administrator Employee Working Conditions Manual, Chapter VI.

**Classified Administrators**

For classified administrators, see the Classified Administrator Employee Working Condition Manual, Chapter 6.

**Full-time Faculty**

For full-time faculty employees, see the District/Faculty Assembly Agreement, Article H.

**Associate Faculty**

For associate faculty employees, see the District/Associate Faculty Collective Bargaining Agreement, Article 9.

Classified Employees, see the TT1 11 1 Tf -0.003 Tc 0.003 Tw -8.5 -1.15 [(F)5 (or)7 ( a)]TJ 0.004 Tc -0.00