

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE PERFORMANCE APPRAISAL
Procedure No. 3-19 (C)
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Effective February 15, 1991

- (1) Because the main purpose of employee performance appraisal is to improve performance and maintain high levels of results achieved, it is important that employee performance appraisals be conducted on a regular basis. Therefore, each employee's performance must be evaluated in writing in accordance with guidelines established by the Director of Personnel and the appraisal reviewed with the employee before an annual or merit increase can be implemented. The performance of adjunct instructors and hourly employees will be appraised in accordance with Procedure 3-02 (G)(10).
- (2) In an effort to assist probationary employees in becoming proficient in their jobs as quickly as possible, the performance of all new management and staff employees will be reviewed by their managers after thirty, sixty, and ninety calendar days. The Director of Personnel will send the manager the appropriate form in a timely manner. The performance of all non-tenured faculty members will be reviewed by the department chairperson each quarter they teach during the first three quarters of employment and twice annually thereafter until tenure is awarded or denied. The forms for such reviews will be developed and issued by the Vice President for Academic Affairs.
- (3) All annual appraisals will be reviewed by the evaluator's supervisor.
- (4) Upon request, the Director of Personnel will conduct training sessions that review techniques for conducting performance evaluation feedback sessions and the process of performance evaluations.
- (5) Because the main purpose of performance evaluations is to improve performance, managers must meet with their employees whose performance is found lacking and establish a plan with specific performance objectives to assist the employee in improving performance results.