

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5041

TITLE: EVALUATION OF PROFESSIONAL STAFF AND CAREER SERVICE EMPLOYEES

BASED ON POLICY: 5.04 PERFORMANCE REVIEW

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

I. Purpose:

To provide procedures for measuring the performance and effectiveness of employees in professional staff and career service positions

II. Procedure:

A. Annual evaluation

1. The performance of all full- and part-time long-term employees filling regularly established professional staff and career service positions will be evaluated by their supervisors annually. Satisfactory performance is the basis for reappointment and salary increase eligibility for the following fiscal year, subject to funding and position availability.
2. Employees in professional staff positions with administrative responsibilities will also be evaluated annually on their progress toward meeting the College's accountability and equity goals in accordance with Florida Statute 1012.86. Specific responsibility for monitoring and promoting progress toward these goals is indicated on the employee's position description. The College's goals are reflected in its annual Equity Update Report to the Florida Department of Education.
3. The Office of Human Resources is responsible for ensuring that evaluation instruments are current and available; administering the annual evaluation process, including providing instructions on timely and appropriate completion; monitoring the return of evaluation instruments for proper storage as limited-access records; and ensuring that any personnel actions resulting from the performance evaluation process are appropriately documented and completed.
4. The evaluation period for employees in professional staff and career service positions is March 1 through February 28 (or 29) of the previous year. Completed evaluation forms are due to the Office of Human

Resources by March 31 (see Procedure 5043, Employee Reappointments and Evaluations).

5. Satisfactory evaluations

Supervisors will complete evaluations timely and forward them to their immediate supervisor for review. This review and forward process will continue until reviewed by the appropriate executive administrator (president or vice president). Only after reviewed and signed by the appropriate individuals will the evaluation then be presented to the employee.

6. Unsatisfactory evaluations

If an employee's overall performance is unsatisfactory, the supervisor must meet with the director, human resources and the appropriate administrative supervisor (dean and/or vice president) prior to the employee conference.

- a. If reappointment is not recommended, the vice president and the director, human resources will meet with the president to discuss an appropriate course of action. Recommended actions may include but are not limited to returning the employee to probationary status with a performance improvement plan for 60 days, allowing the individual to work out the remainder of their appointment, or termination of employment. Only the president can authorize returning an employee to probationary status (see Policy 5.09, Probation). Recommendations to terminate the employment of a full-time employee must be approved by the South Florida State College District Board of Trustees (see Policy 5.24, College Employees: Employment, Promotion, Transfer, Demotion, Suspension, and Dismissal).

The evaluation conference for this employee will be conducted by the supervisor and the director, human resources.

- b. If an employee is returned to probationary status as the result of unsatisfactory performance, the supervisor will carefully monitor the employee's performance and provide regular updates to the administrative supervisor(s) and the director, human resources during the probationary period. A new evaluation form must be completed prior to the expiration of the probationary period and reviewed by the appropriate administrative supervisor(s) and the director, human resources before an employee conference is scheduled. Recommendations resulting from the probationary evaluation will be presented to the president by the vice president and director, human resources for approval. The director, human resources will coordinate the ensuing employee conference and notification of status.

7. During the evaluation conference, the employee must sign and date the evaluation form. If the employee disagrees with the performance appraisal, he or she may indicate such in the employee comments section of the form, append written comments to the evaluation instrument, or discuss the matter with the director, human resources within one week of the evaluation session. The director, human resources will review the issues involved with the employee's immediate and higher supervisors and respond to the employee's concerns within one week of being contacted.

B. 90-Day evaluation

All employees in full-time and regularly established part-time professional staff and career service positions shall have their performance evaluated prior to the completion of the initial 90 days of appointment, reinstatement, promotion, demotion, or reassignment. If the employee's performance has been satisfactory to date and the employee is to be recommended for continued employment, the supervisor should complete the evaluation form and proceed as outlined above for annual evaluations. If the employee's performance has been less than satisfactory, the supervisor(s) should consult with the director, human resources before completing an evaluation form. The director, human resources will review the matter with all appropriate administrators prior to directing a course of action.

HISTORY: Last Revised: 10/6/20

Adopted: 5/17/85

Reviewed: -

Revised: 1/20/03, 1/21/02, 6/1/05, 8/10/10, 1/25/17, 10/6/20