



| CHAPTER 2                             | SECTION NO.  |
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| College Personnel – Personnel General | 2.13   |
| REFERENCE                             | <i>Adopted: October 12, 2010</i>   |
| 2.13.13 Evaluations                   | <i>Reviewed: September 14, 2010;<br/>December 13, 2016; June 6, 2017</i> |
|                                       | <i>Revised: December 13, 2016;<br/>June 6, 2017</i>                      |

**Kishwaukee College Board of Trustees Policy Manual – 2.13.13 (Evaluations Page 1 of 2)****Evaluations Specific to Employee Classifications**

- A. President: The Board of Trustees will provide an annual evaluation of the College President. The Board will establish procedures and criteria in consultation with the President to facilitate the evaluation process. A written copy of the Board's evaluation will be provided to the President and placed in the President's personnel file.
- B. Administrators and Professional Staff: An annual performance evaluation of each administrator and professional staff employee shall be conducted by his/her supervisor and completed in accordance with the evaluation system approved by the College President. This evaluation will be based upon previously-determined goals and performance standards. This evaluation will provide an opportunity for communication between the supervisor and employee regarding position expectations, performance and career development. The evaluation will be provided to the President and stored in the employee's personnel file.
- C. KCEA Faculty: The purpose of faculty evaluation is to improve the learning process; to apprise faculty of their strengths, weaknesses, progress and overall status; to determine the desirability of tenure when an individual is eligible; and to provide information for use in making personnel decisions in accordance with 110 ILCS 805/3B. For additional information regarding faculty evaluations see the faculty collective bargaining agreement.
- D. Adjunct Non-Bargaining Unit Faculty: Consistent with the KCAEA collective bargaining agreement.
- E. KCAEA Adjunct Faculty: As per the KCAEA collective bargaining agreement.
- F. KCSS Support Staff: As per the KCSS support staff collective bargaining agreement.
- G. Confidential Staff and Grant Funded Staff: An annual performance evaluation of each confidential staff employee shall be conducted by his/her supervisor. This performance evaluation shall be based upon previously determined goals, performance factors and directives contained in position descriptions and is to provide an opportunity for communication between the supervisor and employee regarding position expectations, performance and career development. The results shall be discussed with the employee and a signed copy shall be filed with the Executive Director of Human Resources for inclusion in the employee's personnel file and a copy forwarded to the evaluator's supervisor for review. If an employee disagrees with the performance evaluation given by the supervisor, the employee may appeal the evaluation



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- H. in writing to the supervisor with a copy sent to the Executive Director of Human Resources for inclusion in the employee's personnel file. At the discretion of the Executive Director of Human Resources, the appeal may be discussed with the supervisor and/or the employee. If the supervisor is the Executive Director of Human Resources, the employee may appeal the evaluation in writing to the President.
- I. Part-Time Benefited Staff: An annual performance evaluation shall be conducted by his/her supervisor.
- J. Part-Time Non-Benefited Staff: An annual performance evaluation shall be conducted by his/her supervisor.
- K. Temporary Staff: Temporary staff should receive an end of appointment evaluation.