

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 7  
Human Resources

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**AR 7150.2 – Management Evaluation Procedure**

1. Frequency of Evaluation

All managers will be evaluated the first two years of employment in a new position, and at least once every two (2) years thereafter. Additional evaluations may be made at the request of the supervising Cabinet officer.

2. Evaluation Responsibility

It is the responsibility of the Human Resources Office to inform the immediate supervisor of the names of those managers due for evaluation by September 1st. The immediate supervisor shall notify the manager by September 15th that he/she is scheduled for evaluation that academic year.

3. Process

- A. By November 1st the manager and the immediate supervisor will agree on a distribution of the evaluation form to staff. Distribution must include all part-time and full-time employees who manager directly supervises or works with. Distribution will occur and be due back to the supervisor within two weeks.
- B. The immediate supervisor is responsible for distribution of the forms with directions to have them returned for tabulation and typing of comments. Comments will be typed to maintain anonymity of respondents. A copy of the results will be given to the manager by December 15th.
- C. The manager will submit to the immediate supervisor a written self-assessment and other appropriate documentation by January 15th. Documentation may include but is not limited to:
  - 1) Addressing the three performance standards:
    - a) Leadership/supervision skills
    - b) Professional performance/job duties
    - c) Knowledge base
  - 2) Professional development activities
  - 3) Contributions to the college, district and/or the community in congruence with the overall mission of the college including the improvement of student learning, representatives from outside agencies if appropriate

- D. By March 1st of the academic year in which the evaluation is being completed, the immediate supervisor will consult and review with the manager the self-assessment and results of the evaluation survey, and provide the final written evaluation.
- E. Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.

4. Recommendation

On the basis of the evaluation, the supervisor will recommend that:

- A. the manager continues in the position
- B. the manager be reassigned
- C. the manager be terminated
- D. the manager have a second evaluation (within one year)
  - 1) If a second evaluation is recommended, the immediate supervisor will have the option of using the complete evaluation process, or the self-assessment component as appropriate to address Specific Suggestions for Improvement and/or Improvement Plan. For example, if the area identified as needing improvement is interpersonal skills, the second evaluation shall require the use of the survey instrument.
  - 2) The immediate supervisor will consult and review with the manager the results of the second evaluation and provide the final evaluation.
  - 3) Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.
  - 4) On the basis of the second evaluation, the supervisor will recommend:
    - a) That the manager continues in the position
    - b) That the manager be reassigned
    - c) That the manager be terminated

The final evaluation will be forwarded through the appropriate Vice-Chancellor or President and transmitted to Human Resources by March 15th.

**Responsible Manager:** Vice Chancellor, Human Resources

**Revised:** February 2011  
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