



Standard Operating Procedure

Procedure Title: Evaluation

Procedure #: HR.009

Revision #: 1

Unit Responsible: Human Resources

Individual Responsible: Executive Director of Human Resources

Effective Date: 10/5/2021

Initial Approval Date: 11/11/2021

Last Review/Update Date: 10/5/2021

Next Review Date: 10/5/2024

***Does this procedure support a Board Policy?** Yes

If yes, identify: [4.080-Evaluation](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** No

If yes, identify: N/A

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** No

If yes, identify: N/A

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Evaluation, Board Policy 4.080

1. Purpose

To assist the College and each of its employees in achieving excellence in performance through regular evaluation of goals, performance and opportunities for improvement.

2. Scope

Unless otherwise provided for in an applicable collective bargaining agreement or an individual written employment agreement with the College, this procedure shall apply to all employees of the College except temporary, casual, or seasonal employees. All employees covered under this procedure shall be evaluated regularly in writing by their supervisor. Evaluations shall be done using a standard evaluation formats approved by the President or the President's designee.

3. Prerequisites

N/A

4. Responsibilities

Responsibility for the interpretation and administration of this procedure is delegated to the Executive Director of Human Resources or their designee.

5. Procedure

Timely completion of all performance reviews is an essential job responsibility of all LCC employees. These reviews involve a formal discussion about an employee's development and performance. The performance review is a formal, documented planning and feedback process. It involves setting a plan of action for the next period and reviewing what has been achieved in the last period. It is not a tool to address concerns or issues that have not been discussed throughout the year.

There are primary parts of each type of performance review here at LCC:

- Self-review
- Review by administrator and/or peer
- Sign-off sections

Performance review provisions are included in our Collective Bargaining Agreements (CBAs) for the following employee groups:

- **Faculty** – Refer to the [MAHE Collective Bargaining Agreement](#), Article XIV. These performance reviews are contained within the Talent Management System (TMS).
- **Administrators** – Refer to the [AFT Collective Bargaining Agreement](#), Article XII. These performance reviews are contained within the Talent Management System (TMS).
- **Full-time Support** – Refer to the [ESP Collective Bargaining Agreement](#), Article IX. These performance reviews are contained within the Talent Management System (TMS).
- **Part-time Support** – Refer to the [PTCTU Collective Bargaining Agreement](#), Article VII. These performance reviews are contained within the Talent Management System (TMS).
- **Facilities** - Refer to the [FMA Collective Bargaining Agreement](#), Appendix C. These performance reviews are contained within the Talent Management System (TMS).
- **Sworn Officers** – The LCC Department of Public Safety uses an internal paper form.

Non-bargaining employees follow the same performance review procedure as their bargaining counterparts.

6. Reference

N/A

7. Definitions

N/A