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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: EVALUATION OF PERSONNEL

NUMBER: PRO 5-05

REFERENCE: Board Rule 5.16

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**I. PURPOSE**

The purpose of the performance evaluation process is to create a planning and review cycle that supports employees in achieving their professional development goals and work goals by:

- a. Providing opportunities for employee to have meaningful conversations with their immediate supervisors to facilitate continuous, constructive feedback;
- b. Establishing clear, measurable, and documented goals in support of the College's mission, vision, values, and strategic plan;
- c. Providing opportunities for growth through the identification of professional activities.

The immediate supervisor of all regular full-time employees and regular part-time staff employees (i.e. benefits eligible) who report to them are required to complete:

- a. A new hire/transfer/promotion 90-day probationary evaluation.
- b. An annual performance evaluation and goals review completed by June 30 of each year.

**II. RESPONSIBILITY**

Oversight for this procedure falls under the supervision of the Executive Vice President.

**III. ALL STAFF EMPLOYEES (non-faculty)**

- a. Staff New Hire/Transfer/Promotion 90-Day Evaluation
  - 1. Using the electronic New Hire/Transfer/Promotion 90-Day evaluation form, supervisors will complete a new hire performance evaluation within the employee's first 90 days of employment. The purpose of this evaluation is to determine if the employee has demonstrated the ability to perform satisfactorily in the areas of Attendance, Quality of Work and Efficiency, Quality of Service, Team Focus & Collaboration, and Job Knowledge/Skills/Training.

2. New employees who receive less than satisfactory may be either dismissed from employment or afforded an extension of new hire probation with a detailed performance improvement plan. The performance improvement plan will have a timeline for completion not to exceed 90 additional days of probation, as approved by the supervisor's manager and the Human Resources Director.
  3. The supervisor should meet with the employee regularly throughout the extended probationary period to provide constructive feedback to the employee on their progress in meeting the expectations of the performance improvement plan. Within, or no later than the last day of the extended probationary period, new employees who do not obtain satisfactory performance shall be released from employment.
  4. Probationary employees who do not successfully complete the probationary period do not have appeal rights.
- b. Staff Annual Evaluation
1. All staff employees will complete a self-reflection using the electronic performance evaluation form. Unless negotiated otherwise, employees are to submit their performance self-evaluations to their respective supervisors at least two weeks prior to the performance evaluation due date. Supervisors will review the employee's self-evaluation prior to completing and conducting the performance evaluation meeting.
  2. If necessary, supervisors should exercise a pre-performance evaluation discussion to clarify performance information as declared by the employee on the self-evaluation. This process will enable the development of a more accurate, collaborative and complete final performance evaluation.
  3. The performance evaluation will not be considered final until it has been reviewed and approved by the supervisor's manager.
  4. The supervisor will meet with the employee to present the performance evaluation. The supervisor and the employee will complete the sign-off process electronically.
  5. Performance evaluation forms are electronic forms and are specific to an employee's classification (non-supervisory or supervisory). The forms are accessible via the College's electronic performance evaluation system, which may be accessed via LOIS on the LSSC website.
  6. All annual evaluations for Support, Crafts, Professional, Technical, Administrative-Student Support, Administrative-Managerial, and Administrative-General employees should be completed by June 30<sup>th</sup>, the end of the fiscal year.
  7. Employees who receive an overall rating of "Below Standard" may be either dismissed from employment or be placed on probation with a detailed performance improvement plan. The performance improvement plan will have a timeline for completion not to exceed 90 additional days of probation, as approved by the supervisor's manager and the Human Resources Director. The supervisor should meet with the employee regularly throughout the extended probationary period to provide constructive feedback to the employee on their progress in meeting the expectations of the performance improvement plan.

Within, or no later than the last day of the extended probationary period, employees who do meet performance improvement plan expectations may be subject to formal disciplinary action, up to and including employment termination. (see Administrative Procedure 5-25 Progressive Discipline)

8. An employee has the right to file a grievance concerning a performance evaluation only with the allegation that the evaluation was done in an arbitrary or discriminatory manner (see Administrative Procedure 2-10 Employee Grievances).

#### IV. ALL FACULTY EMPLOYEES

##### a. Faculty Employee New Hire 90-Day Evaluation

1. Using the electronic New Hire 90-Day evaluation form, supervisors will complete a new hire performance evaluation within the employee's first 90 days of employment. The purpose of this evaluation is to determine if the employee has demonstrated the ability to perform satisfactorily in the areas of Attendance and Participation, Communication and Interaction, Professional Conduct, Instructional Schedule Management, and Instructor Job Duties. The supervisor and the employee will establish goals for the next evaluation period related to Teaching Excellence, Service to the College and Community, and Professional Development.
2. The New Hire 90-Day Evaluation will serve as the employee's annual evaluation.
3. New employees who receive less than satisfactory may be either dismissed from employment or afforded an extension of new hire probation with a detailed performance improvement plan. The performance improvement plan will have a timeline for completion not to exceed 90 additional days of probation, as approved by the supervisor's manager and the Human Resources Director.
4. The supervisor should meet with the employee regularly throughout the extended probationary period to provide constructive feedback to the employee on their progress in meeting the expectations of the performance improvement plan. Within, or no later than the last day of the extended probationary period, new employees who do not obtain satisfactory performance shall be released from employment.
5. Probationary employees who do not successfully complete the probationary period do not have appeal rights.

##### b. Faculty Annual Evaluation

1. All employees will complete a self-reflection using the electronic performance evaluation form. Unless negotiated otherwise, employees are to submit their performance self-evaluations to their respective supervisors at least two weeks prior to the performance evaluation due date. Supervisors will review the employee's self-evaluation prior to completing and conducting the performance evaluation meeting.
2. If necessary, supervisors should exercise a pre-performance evaluation discussion to clarify performance information as declared by the employee on the self-evaluation.

This process will enable the development of a more accurate, collaborative and complete final performance evaluation.

3. The employee and supervisor should meet to review the evaluation prior to submission.
4. The performance evaluation will not be considered final until it has been reviewed and approved by the supervisor's manager. Performance evaluation forms are electronic forms and are specific to an employee's classification (non-supervisory or supervisory). The forms are accessible via the College's electronic performance evaluation system.
5. All annual faculty evaluations for instructional and non-instructional faculty employees should be completed by February 28<sup>th</sup> each fiscal year.
6. Faculty who receive an overall rating of "Unsatisfactory" may be placed on probation with a detailed performance improvement plan. The performance improvement plan will have a timeline for completion not to exceed 90 additional days of probation, as approved by the supervisor's manager and the Human Resources Director. The supervisor should meet with the employee regularly throughout the extended probationary period to provide constructive feedback to the employee on their progress in meeting the expectations of the performance improvement plan. Within, or no later than the last day of the extended probationary period, employees who do meet performance improvement plan expectations may be subject to formal action, up to and including employment termination (see Administrative Procedure 5-15 Administrative and Faculty Contracts).
7. An employee has the right to file a grievance concerning a performance evaluation only with the allegation that the evaluation was done in an arbitrary or discriminatory manner (see Administrative Procedure 2-10 Employee Grievances).

#### **IV. FILING OF COMPLETED PERFORMANCE REVIEW FORMS**

All original and signed performance review forms for all employees, as addressed here, will be maintained electronically in the College's electronic performance evaluation system.