

**WALLA WALLA COMMUNITY COLLEGE
PERFORMANCE EVALUATIONS
ADMINISTRATIVE POLICY 5620**

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) strives to ensure our personnel administration procedures and practices are based upon sound human resource management principles, satisfy the standards of accrediting organizations, and promote a work environment of collegiality, respect and professionalism.

II. AUTHORITY

WWCC Association for Higher Education (AHE) and Washington Public Employee Association (WPEA) as negotiated with each bargaining agreement as required by their exclusive bargaining representative status.

III. SCOPE OF POLICY

This policy applies to faculty, administrative/professional employees, and classified staff of the College.

IV. POLICY

- A. A comprehensive performance management system is part of a positive, performance-based culture that fosters employee competence and productivity, supports achievement of organizational goals and objectives, and provides documentation of employee's strengths and areas in need of improvement.
- B. The performance evaluation process is designed to provide supervisors and employees an opportunity to discuss and record performance planning, feedback and performance outcomes.
- C. Supervisors are responsible for completing employee evaluations timely.
- D. Completed evaluations will be filed in the Human Resource (HR) office and maintained in accordance with the records retention schedule.
- E. The process for evaluating faculty can be found in the negotiated agreement with AHE.
 - 1. The Office of the Vice President of Instruction is responsible for the day-to-day management of the faculty evaluation process.
- F. The process for evaluating classified staff can be found in the negotiated agreement with WPEA.
 - 1. The HR office is responsible for the day-to-day management of the classified employee evaluation process.
- G. Administrative/professional employees will be evaluated annually for the first three (3) years of employment or appointment to a new position, and every other year thereafter.
 - 1. The HR office is responsible for the day-to-day management of the administrative/professional employee evaluation process.
- H. Training on performance evaluations will be provided to managers, supervisors, and employees.

<p>Policy Contact: <u>Vice President of Human Resources</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>August 8, 2022</u></p> <p>Last Reviewed/Revised on: _____</p>
