


PROCEDURE

Subject	Administrative /Professional Support Employee Performance Evaluation	Number: 2.21.02
Source	Human Resources	Reference (Rule #) 6HX14-2.21
President's Approval/Date:	 5/15/23	

PURPOSE

The Performance Evaluation is a summary tool used to provide feedback regarding an Administrative/Professional Support Employee (APS) performance throughout the year. Its purpose is to assist the supervisor and the employee in identifying those areas that are on target, exceeding standards, making progress, or those in need of improvement.

POLICY

State College of Florida, Manatee-Sarasota, (SCF) maintains a policy of evaluating the job performance of its employees as a means of measuring efficiency and effectiveness of its operations, providing employees with meaningful information about their work, identifying professional development potential, progress on goals and aiding SCF in making personnel decisions.

PROCEDURE

1. Definition of an APS employee for the purpose of Performance Evaluation includes Executive Administrators, Institutional Instructional Administrators, Institutional Administrators, Middle Managers and Professional Support Staff, including librarians. Generally, this is all staff who are not included under instructional faculty or career staff.
2. The annual evaluation cycle will run from July 1 through June 30 with completion no later than August 30. Evaluation of APS employees will be based on data collected beginning July 1 of the previous year until the date the evaluation is completed.
3. Prior to the beginning of the evaluation, the APS employee will be asked to complete a self evaluation on-line to be shared with his/her supervisor. Each APS employee shall have his/her annual evaluation steps completed in the on-line system no later than July 15. The Vice President should discuss any evaluation that provides for non-renewal or extensive development issues with the President and the Director of Human Resources

prior to sharing the evaluation with the employee. If the contract is being renewed subject to a development plan, the development plan shall be created in consultation with the Director, Human Resources or her/his designee, the employee and others as deemed appropriate.

4. Performance discussions should be conducted with the APS employee throughout the year. Any issues where the employee is not deemed to be “on target”, or goals that are not being completed as expected, should be discussed during these meetings. Journal entries/feedback may be included in the on-line system by the employee and by the supervisor. These journal entries may be shared with each other through agreement of the employee and supervisor. It is expected that the written annual evaluation will document key areas discussed in the performance discussions during the year . While it is expected that through these discussions, agreement is reached regarding future goals, there may be occasions when an APS employee may disagree with the evaluation.
5. If the Administrator disagrees with the evaluation, s/he may:
 - a) Write a written rebuttal to be included in the APS employee’s personnel file attached to the Evaluation. In addition:
 - b) Meet with the Director, Human Resources to discuss the perceived inaccuracies and/or gross irregularities in the evaluation. If upon review of the complaint, the evaluation was deemed discriminatory, arbitrary capricious, or that there were gross irregularities in the manner in which the evaluation was conducted, he/she may recommend to the President that an amended evaluation be included in the employee’s personnel file. The President will evaluate the recommendation and make a decision to approve, modify or deny the recommendation. The President’s decision will stand. The amended evaluation will be included in the Administrator’s file.