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SECTION: Human Resources

POLICY TOPIC: Evaluation

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I. Philosophy

The Board adopts the concept that recognition of meritorious work through a strong evaluation system will result in improvement of performance.

II. Evaluation System

- A. Exempt Employees: The work of each exempt employee shall be evaluated annually according to the procedures approved by the President. The evaluation shall take into consideration the philosophy and objectives of the College and the accreditation standards of the State of New Mexico and the North Central Association of Colleges and Schools. These evaluations shall be used as the basis for recommended appointment continuation and shall serve as a tool to recognize meritorious performance.
- B. Full-Time Faculty: A formal evaluation procedure for full-time faculty is designed to necessitate an overall commitment for instructional improvement while at the same time providing a means to support personnel decision making and contract renewal. The performance of all faculty shall be reviewed annually but with an emphasis on new and probationary instructors. Meritorious achievement shall be recognized based on this evaluation process.
- C. Non-Exempt Employees: Written evaluations shall be completed annually by the supervisors of all non-exempt employees in accordance with procedures approved by the President. These evaluations shall be used as the basis for recommended appointment continuation and shall serve as a tool to recognize meritorious performance.

III. Recognition

San Juan College recognizes the contributions made to the institution by employees for years of service. A program of recognition has been established by the college to acknowledge outstanding performance of faculty and staff members.