

Polk State College Procedure

Subject	Reference	Date	Number
Administrator's Evaluation System	Board Rule 3.02 PSC Procedure 6007	2/11/2003	6009

I. Purpose

To establish a procedure for the evaluation of Polk [State](#) College Administrators. The purpose of the evaluation is two fold; first, to provide documented and rational foundation for supervisor counseling and for decisions relative to promotion, salary, and retention; second, to provide the administrator with a documented report which informs as to level of performance as an administrator, and which points the way toward improvement of that performance.

II. Policy

It is the President's policy that each administrator should receive a written evaluation annually and whenever performance is marginal or declining.

III. Procedure

A. Forms of evaluation. Attachment II will be used to formally evaluate each administrator at required rating times. A narrative evaluation may supplement Attachment II at any evaluation, at the evaluator's discretion.

B. Periods of evaluation

1. Annual evaluation. The annual evaluation for administrators will normally end on December 31 and start on January 1. The period could start at any point in the calendar, but should end on December 31.
2. Special evaluation. Administrators whose performance is considered marginal or declining will be evaluated more frequently than once a year.

C. Evaluators.

The formal evaluation will be performed by the designated immediate supervisor, and reviewed by next higher-level supervisor.

Direct Report Advisory Evaluations will be requested from administrators, career, faculty, and professional/technical employees who are **directly** supervised by the administrator to be evaluated. Each administrator will request these advisory evaluations. Completed Direct Report Advisory Evaluation Forms are to be returned to the administrator responsible for completion of the final performance evaluation. To ensure advisory evaluations are submitted to the correct individual, the instructions for the advisory evaluations refer participants to Attachment I.

Peer Advisory Evaluations of administrators will be requested from all administrators. The Office of Human Resources will provide the evaluation form. Completed Peer Advisory Evaluation forms are to be returned to the Office of the President. The President's Office will forward the forms to the Administrator responsible for completion of each individual performance evaluation.

The advisory evaluations are voluntary and optional. In addition, the advisory evaluations are to be confidential and anonymous. The evaluator will receive the advisory evaluations, and consider them for guidance in making the evaluation. The designated evaluator who will perform the formal evaluation will receive the advisory evaluation responses. The advisory forms completed by administrators, career, faculty and professional/technical employees, will **not** be shown to the administrator receiving the evaluation. Requestor will retain advisory evaluations for 5 years after termination of employment [State of Florida – General Records Schedule for Universities & Community Colleges (GS5): Personnel Records].

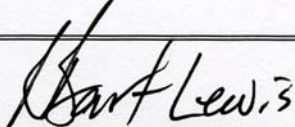
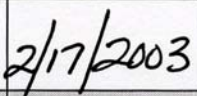
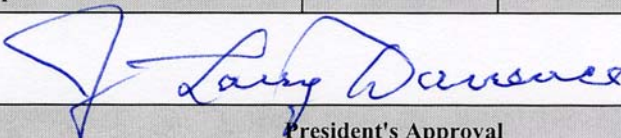
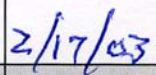
See diagram at Attachment I, which will be updated annually, for specific evaluators and reviewers.

- D. Filing of Evaluations. The formal evaluation will be processed through the chain of supervision to be filed in the Human Resources Office one month after the evaluation period for special reports, and by March 14 for annual reports.
- E. Provision of Forms. The Human Resources Office will provide forms for the evaluation in the following ways:
 - 1. Each new administrator will be provided a copy of the evaluation form (Attachment II) with identification of evaluator, reviewer, and period of initial evaluation during in-processing, with copy of this procedure.
 - 2. The Human Resources Office will prepare heading data and send to each evaluator approximately one (1) month before end of rating period for administrator being evaluated.
 - 3. The Human Resources Office will maintain a supply of evaluation forms for use in special situations.

Attachment(s): Attachment I, Attachment II, Attachment III and Attachment IV
(Note: Attachment II is included in the following pages of this document. Attachments I, III and IV are included in the following separate file attachments.)

History: Adopted November 1973; Revised March 1989; Revised February 1991; Revised January 1995; Revised January 20, 1999; Revised January 16, 2001; Revised December 4, 2001; Revised February 11, 2003.

Distribution: All holders of [PSC](#) Procedures books

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date

POLK STATE COLLEGE
ADMINISTRATOR'S EVALUATION

To be Evaluated: _____ Position Title: _____

Evaluator: _____ Position Title: _____

Reviewer: _____ Position Title: _____

Type of Evaluation (check one): Annual Special

Period of Evaluation: _____

Instructions

1. The purpose of this evaluation is two-fold: first, to provide a documented and rational foundation for supervisor counseling, and for decisions relative to promotion, salary, and retention; second, to provide the administrator with a documented report which informs the administrator as to the level of performance as an administrator, and which points the way toward improvement of that performance.
2. Prior to commencing the evaluation and the evaluation review, please refer to [PSC](#) Procedure 6007, Supervisors' Guide for Performance Evaluation. Before filling in the evaluation form, study each of the 28 factors contained in the attached evaluation sheets. Check "Achieves Expectations" or "Needs Improvement", adjacent to each characteristic, which, in your view, most accurately represents the administrator. The ratings are defined as (a) **Achieves Expectations**: Meets major job requirements; is consistently effective and competent; achieves results expected; and (b) **Needs Improvement**: Needs improvement to meet major job requirements; work is fairly acceptable in some respects but does not meet expectations. Space has been provided beside the individual factors for comments. Complete appropriate sections of page 5.
3. If a narrative evaluation is to be used, the format at the top of this page is the one that must be used.
4. Advisory evaluations of administrators will be requested of those administrators, career, faculty, and professional / technical managers being directly supervised by the administrator being evaluated.

POLK STATE COLLEGE
ADMINISTRATOR'S EVALUATION

How Well Does _____ Group I

Area of Evaluation	Achieves Expectations	Needs Improvement	Comments
Correlate individual goals to those of the College			
Exhibit desirable and realistic degree of vision, creativity, and imagination in planning and implementation			
Fulfill individual commitments, making every reasonable effort to provide information, material, or services within required or requested time limits			
Do in quality and quantity of work performed			
Demonstrate integrity and courage in the willingness to do what is believed to be "right"			
Impart meaning to others in a clear, concise, and effective manner, both orally and in writing			
Make decisions and accept responsibility for individual actions			
Carry out prescribed administrative policy in a professional manner regardless of personal feelings			
Get things done through efforts of others by stimulating them to work effectively towards the attainment of organizational objectives			
Demonstrates commitment to implementation of the College Equity Plan			

POLK STATE COLLEGE
ADMINISTRATOR'S EVALUATION

How Well Does _____ Group II

Area of Evaluation	Achieves Expectations	Needs Improvement	Comments
Realize need for and accommodate oneself to a "Team Effort"			
Organize work and/or manage activity in a manner conducive to high production and morale			
Make necessary preparations before action is taken			
Handle emergency or unique situations with minimum of fuss or furor			
State position in a forthright and professional manner			
Accept changes in or additions to assignments when events so dictate			
Demonstrate desirable degree of self-confidence in ability and judgment			
Earn the confidence and respect of others in personal ability and judgment			
Help others, willingly providing necessary assistance in identification and solution of problems when called upon			

POLK STATE COLLEGE
ADMINISTRATOR'S EVALUATION

How Well Does _____ Group III

Area of Evaluation	Achieves Expectations	Needs Improvement	Comments
Cooperate in keeping associates informed in matters which are pertinent to their area of responsibility			
Cooperate in the development of procedures which are designed to implement College policies			
Exhibit restraint, tolerance, and self-control in discussing mutual problems and in the exchange of differences of opinion			
Weigh and respect the opinions of associates, working with them in a harmonious manner			
Exercise initiative in advancing personal administrative capability			
Know and appreciate the need for good "Public Relations" and relates well to the public			
Demonstrate flexibility when it is warranted			
Show an attitude, manner, and bearing in keeping with the status of the position			
Work with the organizational structure and via proper channels			

POLK STATE COLLEGE
ADMINISTRATOR'S EVALUATION

Administrator's Name: _____

Immediate Supervisor's Comments:

Performance Evaluation determined and entered by:

Immediate Supervisor's Signature

Date

Next Higher Level Supervisor's Comments:

Performance Evaluation reviewed by:

Next Higher Level Supervisor's Signature

Date

EMPLOYEE INSTRUCTIONS:

Place a mark on the line beside the appropriate phrase. I have reviewed and discussed this evaluation with my supervisor and I **DO** _____ **DO NOT** _____ consider it a fair and accurate assessment of my performance for the evaluation period. (Any areas of disagreement must be explained on an attached sheet of paper.)

Administrator's Comments:

A Drug-Free Campus Awareness Program brochure accompanies the annual performance evaluation form. I understand that if I have any questions or do not understand any part of the material I may contact the Human Resources Office for assistance.

Employee's Signature