

**POLK STATE COLLEGE  
ADMINISTRATOR'S EVALUATION  
Polk State College Procedure**

Subject	Reference	Date	Number
Administrator's Performance Evaluation	Board Rule 3.01	5/26/15	6009

I. Purpose

This procedure is to establish a performance evaluation process for Polk State College administrators. The purpose of evaluations is twofold: first, to provide documented and rational foundation for performance counseling and for decisions relative to promotion, salary, and retention; second, to provide the administrator with a documented report which communicates performance levels as an administrator, and targets improvement areas. Periodic evaluations of College administrators support institutional effectiveness and contribute to the continued development of Polk State College.

II. Policy

Each administrator shall receive a written, annual evaluation. Other special evaluations may be conducted when there is evidence of marginal or declining work performance.

III. Procedure

A. **Evaluation Forms:** Evaluation forms will be used to formally document each administrator's evaluation. A narrative evaluation may supplement an evaluation, at the evaluator's discretion.

B. **Evaluation Schedule**

1. Administrators will be evaluated annually, normally beginning January 1 of each year and ending on December 31. The period may start at any point in the calendar, but should end on December 31.

2. Special evaluations: Administrators whose performance is considered marginal or declining may be evaluated more frequently than once a year.

C. **Evaluators**

The formal evaluation will be performed by the designated immediate supervisor (evaluator) and reviewed by the 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 voluntary, anonymous 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 *The Supervisors Guide to Performance Evaluations*.

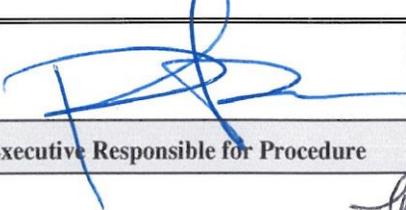
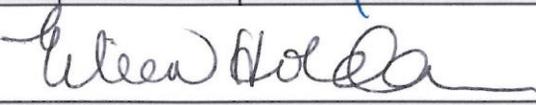
**Peer Advisory Evaluations** of administrators may be requested for an administrator. The Office of Human Resources will provide the evaluation form. Completed Peer Advisory Evaluation forms are to be returned to the administrator responsible for completion of the final performance evaluation.

Advisory (peer and direct report) evaluations are voluntary and optional. In addition, the advisory evaluations are to be confidential and anonymous. The evaluator (supervisor) will review and consider advisory evaluations in making the evaluation. The advisory forms completed by administrators, career, faculty and professional/technical employees, will **not** be shown to the administrator receiving the evaluation. Human Resources will retain advisory evaluations for 5 years after termination of employment (*State of Florida – General Records Schedule for Universities & Community Colleges (GS5): Personnel Records*).

D. **Approvals and Filing:** The formal evaluation document will be completed and forwarded to the Human Resources Office with all approvals by March 14 for annual evaluations and one month after the evaluation period for special evaluations

1. Upon hire, each new administrator will be provided a copy of the evaluation form.
2. The Human Resources Office will send out necessary evaluation forms, instructions and reminders each year.
3. Evaluation forms and related documents can be found on the Polk State employee intranet site in either the HR section or in the Forms section.

History:                      Adopted:            November 1973;  
    Revised:            March 1989; February 1991; January 1995; January 20, 1999; January 16, 2001; December 4, 2001; February 11, 2003; August 9, 2010 and May 26, 2015

	5/26/15		5/26/15
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			5/26/15
President's Approval			Date