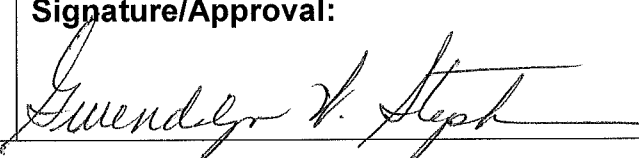


## ADMINISTRATIVE PROCEDURES

<b>Title: EMPLOYEE EVALUATION (ADMINISTRATORS)</b>	<b>Identification:</b> 3.35
	<b>Page:</b> 1 of 2
	<b>Effective Date:</b> June 25, 2007
<b>Authority:</b> SBE 6A-14.0261 FS 1001.64; 1001.65 HCC Rule 6HX-10-3.18	<b>Signature/Approval:</b> 

### PURPOSE

This procedure provides guidelines for the evaluation of administrators.

### PROCEDURE

Administrators will be responsible for evaluating the performance of subordinate administrators at least once a year by completing the Administrative Performance Review form. This form is available on the College's HR website.

By mid-June of each year, the subordinate Administrator will prepare the Administrator Performance Review form providing his/her perceptions of performance over the past year and forward this information to his or her supervisor. The supervisor will assemble and review all relevant data and documentation of the employee's performance collected during the evaluation period, July 1<sup>st</sup> through June 30<sup>th</sup>. If the employee has been designated as responsible for a unit plan objective(s), progress recorded in the online Planning System should be considered as well. Supervisors will meet with their subordinates by August 15<sup>th</sup> to conduct a formal review session. This session should be positive and constructive in tone, with the pivotal theme of discussion on helping the employee reach full potential to the mutual benefit of both the individual and HCC.

In addition to discussing performance from the previous year, the supervisor and employee will discuss the work to be accomplished by the employee for the next year, establish the objectives and clarify the performance factors. The focus of this discussion should be on the employee's personal objectives in the context of HCC's overall mission, goals and values. The employee's objectives should be developed after due consideration of the unit's biennial objectives as well as those of the division.

Administrators should refer to the handbook, [A Guide to Administrator Performance Development at Hillsborough Community College](#), for step-by-step procedures concerning the performance appraisal process. This handbook is available on the College's HR website.

The Board of Trustees will evaluate the President who report directly to the Board. All administrators will be given a copy of their completed appraisal form, with the original

## ADMINISTRATIVE PROCEDURES

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**Identification: 3.35**

**Page: 2 of 2**

**Effective Date: June 25, 2007**

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being forwarded to Human Resources for filing in the administrator's Limited Access File.

**History:** Replaces Procedure 2.030, Employee Evaluation (Administrators), dated April 17, 1995.