



BOARD POLICY

Number	5-05
Policy Type	Personnel
Adoption	11-12-1985
Deletion	
Revision	01-25-2016
Review Date	11-18-2024

EVALUATION

WHEREAS, the following written policy of personnel evaluation procedures has been developed by the Board of Trustees (hereinafter referred to as "Board") of Pratt Community College (hereinafter referred to as the "College") in cooperation with the instructional and administrative employees of the College, and, to the extent practicable, consideration has been given to comments and suggestions from other community interests:

THEREFORE, the following is declared the written policy of personnel evaluation procedure of the College:

1. Administrative, professional exempt, professional non-exempt and classified employees shall be evaluated in accordance with this written policy of personnel evaluation procedure (hereinafter referred to as "Evaluation Policy"). Professional employees (instructors) shall be evaluated in accordance with provisions of the negotiated agreement between the Board and PHEA.
2. This Evaluation Policy shall be filed with the Kansas State Board of Regents.
3. All evaluations shall be in writing and evaluation documents and responses thereto shall be maintained in a personnel file for each employee (with limited availability as set forth in Section 12 below) for a period of no less than three (3) years from the date each evaluation is made.
4. a. Every professional employee (instructor), in the first two (2) consecutive school years of employment shall be evaluated at least one (1) time per semester, except that any employee who is not employed for the entire semester shall not be required to be evaluated; every employee during the third (3rd) and fourth (4th) years of employment shall be evaluated at least one (1) time each school year, and after the fourth (4th) year of employment shall be evaluated at least once in every three (3) years. These provisions are in accordance with Article XXVI, A 1-2-3, of the negotiated agreement.

- b. Administrative, Professional Exempt, Professional Non-exempt and Classified employees who are .50FTE and above shall be evaluated at least one (1) time per year.
5. In employee evaluation, consideration shall be given to the following personal qualities and attributes: efficiency, personal qualities, professional deportment, ability, results and performance, including improvement in the academic performance of pupils or students insofar as the evaluated employee has authority to cause such academic improvement and where applicable for those in the Professional Negotiating Unit, such other matters as may be set forth in any provisions for "Evaluation" in any negotiated agreement between Pratt Community College and the representative of its Professional Employees.
6. Effort has been made to develop this policy so as to reflect community attitudes toward, support for and expectations with regard to educational programs, as herein stated. The citizens of Pratt County and the surrounding area support and expect an educational program of high quality, active and constructive participation by employees in college and community programs and activities and continuing professional development by employees.
7. Evaluations of the President of the College (the chief administrator employed by the Board) shall be made by the Board.
8. Primary responsibility for making evaluations of other employees is placed upon the administrative staff, under the direction of the President, who are authorized and directed to develop, and update as needed, appropriate evaluation forms and take such other actions as are necessary to implement this policy and to make evaluations of all other employees.
9. Persons to be evaluated shall participate in their evaluations and shall be afforded the opportunity for self-evaluation.
10.
 - a. The contract of any professional employee (instructor) subject to evaluation shall not be non-renewed on the basis of incompetence unless an evaluation of such person has been made prior to such notice of nonrenewal of the contract and unless the evaluation is in substantial compliance with this policy of personnel evaluation procedure as filed with the Kansas State Board of Regents in accordance with the provisions of K.S.A. 72-9003 and amendments thereto.
 - b. Evaluation of employment of administrative, professional exempt, professional non-exempt and classified employees at .50FTE and above will be subject to the provisions as stated in 10a.
11. Whenever any evaluation is made of an employee, the written documents shall be presented to the employee, and the employee shall acknowledge such presentation by his or her signature thereon. At any time not later than one week after such presentation, the employee may respond thereto in writing.

12. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the Board, and the appropriate administrative staff designated by the Board from time to time, (it being understood that such staff members presently designated by the Board are the President and the employee's supervising vice president/dean, supervisor, director of personnel, the attorney for the Board) upon request of the Board, the Kansas State Board of Regents as provided in K.S.A. 72-7515. Evaluation documents and responses may be released to the board and administrative staff of any school to which employee applies for employment, and other persons if specified by the employee in writing to the Board.

Revision Dates: 01-25-2016, 11-16-2009, 05-19-2003.