

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 7
Human Resources

AP 7150 Evaluation

References:

Accreditation Standard III.A.1.b;
Education Code 87660, 87661, 87662, 87663, and 87664

District personnel evaluation procedures are intended to promote a level of performance that best supports the goals and objectives of the District.

Evaluation shall be systematic and at regular intervals:

- Both educational and classified managers shall be evaluated no less than once every two years. Management employee evaluations will be conducted in accordance with the processes established by the District.
- Evaluations of administrators will include, to the extent possible, faculty evaluation.
- All regular, contract, part-time, temporary, and categorically-funded faculty members shall be evaluated in accordance with the terms of the appropriate collective bargaining agreement with the District.
- Confidential employees shall be evaluated in accordance with the processes established by the District through the meet and confer process.
- Classified employees covered by a collective bargaining agreement with the District shall be evaluated in accordance with the terms of that agreement.
- Substitute and short term and student assistants may be evaluated at the discretion of their supervisor.

Managers shall refer to the respective collective bargaining agreement or, for management and confidential employees, evaluation processes established by the District, to identify the time and frequency of evaluations and related requirements pertaining to the employees in their reporting structure.

Ratified December 11, 2013