
[Policy - 9000 Management and Confidential Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

1.0 Definition

- 1.1 The term, evaluation, as used in this policy, is a formal written administrative review of an employee's performance.

2.0 General Purposes

- 2.1 The primary purposes of evaluation are to promote self improvement, leadership development and the enhancement of education and services to students.

- 2.2 Other purposes of the evaluation are:

2.2.1 to identify staff strengths and weaknesses and to assist employees to reach their full potential;

2.2.2 to ensure that staff performance contributes to the goals and objectives of the department, college and District;

2.2.3 to meet legal requirements.

3.0 Principles of Evaluation of Management Employees

- 3.1 The Los Rios management process was designed around the following principles:

3.1.1 Management evaluation provides a basis on which to assess the skills of the manager and the system in which the manager uses these skills.

3.1.2 While managers have responsibility for their own performance, there may be other elements within the managerial environment over which a manager exercises little or no control.

3.1.3 Management evaluation should be based on the manager's current job description, assignments and goals and objectives.

3.1.4 To the extent possible, persons served by a manager and the manager's office shall participate in providing information about the effectiveness of these services.

3.1.5 Management evaluation should include both commendations and recommendations. The recommendations should include suggestions for improvement and, where appropriate, specific management development activities.

3.1.6 The supervisor is the primary evaluator and is responsible for completing the evaluation.

- 3.1.7 The perspective of the manager's colleagues and other appropriate members of the college/district faculty and staff should be considered in the manager's evaluation.
- 3.1.8 Self-evaluation should be part of the manager's evaluation.
- 3.1.9 Though formal evaluation occurs on a cyclical basis, informal evaluation occurs on a continuous, ongoing basis, and, as such, feedback from supervisor to manager should also be continuous and ongoing.

[Policy - 9000 Management and Confidential Personnel](#) || [Table of Contents](#) || [Back](#) || [Next](#)

(Formerly P-9131)

LRCCD

Policy Adopted: 12/14/77
Policy Revised: 2/18/81; 6/16/82; 2/3/93; 12/9/98
Policy Reviewed:
Adm. Regulation: [R-9141](#)