

# REVISED (12/8/2008)

## POLICIES

Policy # I-101

**Supersedes:** NA (New Policy)

Title: POLICY FOR THE EVALUEY OF THE PROFESSIONAL R THE E



1.6 College expectations of performance fall into two broad areas: those expectations that reflect one's professional role, including individual contractual responsibilities, and those that are tied to one's status as an employee of the College.

#### 2.00 STATEMENT OF STAFF RESPONSIBILITIES

While individual appointment contracts outline general responsibilities of a staff member's appointment, the evaluation of staff performance requires a clear statement of the responsibilities of all staff, including those who are on multi-year contracts. These responsibilities include sustained and consistent success in:

- 2.1 Carrying out all of one's assigned responsibilities at a high level of professional performance, including the ability to meet institutional or unit deadlines as established by one's supervisor
- 2.2 Maintaining one's expertise to reflect changes in standards of professional practice, changing technology or new operational protocols, software, or other matters relating to high levels of professional performance and College needs.
- 2.3 The ability to meet unanticipated demands, as well as the willingness to accept new or unanticipated work or assignments and the ability to deal with unanticipated circumstances calling for professional judgment.
- 2.4 Application of current policies and procedures related to one's responsibilities.
- 2.5 Fulfilling all expectations required to maintain the College's good standing in matters relating to its statutory or other responsibilities as a public entity.
- 2.6 Positive collaboration with one's colleagues in the achievement of individual, unit, and College purposes. This includes active participation in unit initiatives, making positive contributions to the working environment, and regular attendance at unit meetings.
- 2.7 Active participation in staff recruitment where appropriate, including documented efforts to assist the College and program achieve its diversity goals.
- 2.9 Active participation in the assessment of unit activities, where appropriate.
- 2.10 Any other duties as may be assigned within the context of one's individual appointment contract or by one's supervisor.

#### 3.00 OTHER RESPONSIBILITIES

There are other responsibilities and expectations of staff that derive from their employment by the State and the College. These include:

- 3.1 Adherence to all policies and procedures of the College as well as public laws, administrative rules, or other official regulations and directives.
- 3.2 Regular attendance and performance of one's professional responsibilities to the College and consistent with guidelines issued by one's supervisor.
- 3.3 Timely responses to all official communications and requests for information, as well as timeliness in the performance of one's responsibilities to the College and its students
- 3.4 Regular availability to students, colleagues, and other staff.
- 3.5 Maintaining positive and collaborative working relationships within one's unit and, when called upon, across the College

#### 4.00 TEACHING RESPONSIBILITIES

When professional staff members assume teaching responsibilities for creditbearing courses, teaching will be evaluated as per the Faculty Evaluation Policy, section 6.1.

### 5.00 SERVICE TO THE COLLEGE AND COMMUNITY

While not a requirement of all staff, the use of one's professional talents in service to the College and to non-College publics, communities, and organizations in a manner that reflects positively on the College and its purposes is always valued.