



## YOSEMITE COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

### Staff Evaluation Guide

Please read the respective contracts for detailed evaluation guidelines, timelines, and forms.

#### YCCD Net – Crystal Reports

<https://appserver.yosemite.edu/reports/Login/Login.aspx>

○ Human Resources

##### Misc

**Adjunct / Overload Leave Inquiry** 🗝️

Adjunct / Overload Leave Inquiry

**Classified / Management Step Movement Report (prc\_batchreport)** 🗝️

List of employees group by salary table for step movement update

**Full-Time Faculty Step Movement - Savelist** 🗝️

It generates Savelist for Full-Time Faculty step Movement.

**Full-Time Faculty Step Movement Report** 🗝️

It pulls Full-Time Faculty (position ends with "F" and "N") group by Salary Table and Version for Step Movement batch process.

**Staff Evaluation Process - For Fiscal Data Reviewing** 🗝️

Create an Excel file for fiscal data reviewing.



**Staff Evaluation Report (Excel)** 🗝️

List of employee name, last and next evaluation, type, and position title.



**Staff Evaluation Report (PDF)** 🗝️

List of employee name, last and next evaluation, type, and position title.

**“Last Cycle Prev Pos”** – Employee has changed positions, this is the evaluation cycle that was due prior to their position change

**“Evaluation Prev Pos”** – Employee has changed positions, this was the due date of their next evaluation prior to their position change

\* If all evaluation information is blank, the employee has not been evaluated.

\* If “Last Eval Date” and “Next Eval Date” are blank, the employee has not been evaluated in their current position.

#### STAFF EVALUATION REPORT

As of 7/12/2017

Supervisor: Graciela Cabrera



ID	NAME	Supervisor	Position Title	Last Cycle Completed	Last Eval Date	Next Eval Date	Last Cycle Prev Pos	Eval Prev Pos
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#### Classified

##### Probationary

CP6 – Probationary evaluation at 6 months

CPA – Probationary evaluation prior to permanent status at 11 months

##### Permanent

CBI – Regular evaluation, bi annual (every two years)

CBA – Automatic Satisfactory Evaluation (for failure to conduct regular evaluation within 30 days)

##### Promotions/Lateral Transfers/ Voluntary Demotion/ Temporary Out of Class

○ No change in evaluation cycle or due dates

## **Management**

MC1 – First year review: Measurable Goals form

MC2 – Second year review: Measurable Goals and Performance Appraisal Form

MC3 – Third year review: Measurable Goals form

MC4 – Fourth year review: Measurable Goals, Performance Appraisal, and Evaluation Survey Forms

### **Promotions/ Transfer/Lateral**

- No change on evaluation cycle or due dates

### **Classified to Interim Management**

- No change in evaluation cycle or due dates
- If evaluation is due during the interim appointment current supervisor and appointee's regular assignment supervisor should work collaboratively to complete evaluations

### **Faculty to Interim Management**

- No change to evaluation cycle or due dates
- Informal evaluation should be given if appointee is in assignment for more than one year

## **Faculty**

FP1 – Faculty First Year Probationary

- Fall Semester hires are due February 15<sup>th</sup>
- Spring Semester hires are due October 15<sup>th</sup>

FP3 – Faculty Third Year Probationary

- Fall Semester hires are due December 15<sup>th</sup>
- Spring Semester hires are due April 15<sup>th</sup>

FP2 – Faculty Second Year Probationary

- Fall Semester hires are due February 15<sup>th</sup>
- Spring Semester hires are due October 15<sup>th</sup>

FP4 – Faculty Fourth Year Probationary

- Fall Semester hires are due December 15<sup>th</sup>
- Spring Semester hires are due April 15<sup>th</sup>

*\*Upon Satisfactory completion of 4<sup>th</sup> year contract, cycle changes to Tenure. Next evaluation due in 3 years*

### **Tenure**

FT3 – Faculty Tenure; Three Year Cycle

- Fall Semester hires are due April 30<sup>th</sup>
- Spring Semester hires are due December 30<sup>th</sup>

### **Temporary Full Time Appointments**

FTT – Faculty Temporary Full-Time

- Evaluation to take place in the Fall semester, once a year

## **Adjunct**

AD1 – Adjunct 1<sup>st</sup> Semester of employment (Fall or Spring Semester)

ADJ – Adjunct every 6 semesters of employment (Fall or Spring Semester)

*\* Adjunct faculty evaluations may occur during the summer session, under specific situation (Article 7.11b)*

Evaluation forms can be found at [https://www.yosemite.edu/hr/employeeforms/evaluation\\_forms/](https://www.yosemite.edu/hr/employeeforms/evaluation_forms/)