



## Staff Evaluation Guide

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

### YCCCD Net – Crystal Reports

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

o 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.

| <b>STAFF EVALUATION REPORT</b>                    |      |            |                |                      |                |                |                     |               |  |
|---|------|------------|----------------|----------------------|----------------|----------------|---------------------|---------------|--|
| 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 |  |
|   |      |            |                |                      |                |                |                     |               |  |

### Classified

#### Probationary

CP6 – Probationary evaluation at 6 months

CPA – Probationary evaluation prior to permanent status at 11 months

#### Permanent

CBI – Regular evaluation, biennial (every two years)

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

#### Promotions/Lateral Transfers/ Voluntary Demotion

CPC6 – Evaluation to be completed 6 months after appointment. Subsequent evaluations occur every 2 years thereafter.

#### Temporary Out of Class

o No change in evaluation cycle or due date.

o Evaluation to be completed by permanent manager in collaboration with temporary out of class manager.

## **Management**

MC1 – First year review: Measurable Goals and Performance Appraisal Forms (First year of hire only)

- Measurable Goals Form only after first rotation through cycle

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>

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>

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>

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)

AD3 – Adjunct every 3 years 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/)