



Staff Evaluation Guide

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

YCCD Net – Crystal Reports

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

o Human Resources

Misc.



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 changed positions, this is the date the last evaluation was completed 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

CP3 – Probationary evaluation at 3 months

CP5 – Probationary evaluation prior to permanent status at 6 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.

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

Management

MF1 – First year review: Measurable Goals and Performance Appraisal Forms

MBI – Biennial year review: Measurable Goals and Performance Appraisal Form

- Completed every other biennial cycle after first year evaluation completed.

MBS – Biennial year review: Measurable Goals, Performance Appraisal, and Survey

- Completed every other biennial cycle

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

FPP1 – Faculty Preliminary Probation 1st year

- Fall Semester hires are due December 15th
- Spring Semester hires are due April 15th

FP2 – Faculty Second Year Probationary

- Fall Semester hires are due February 15th
- Spring Semester hires are due April 15th

FP1 – Faculty First Year Probationary

- Fall Semester hires are due February 15th
- Spring Semester hires are due October 15th

FP3 – Faculty Third Year Probationary

- Fall Semester hires are due December 15th
- Spring Semester hires are due April 15th

FPP2 – Faculty Preliminary Probation 2nd Year

- Fall Semester hires are due December 15th
- Spring Semester hires are due April 15th

FP4 – Faculty Fourth Year Probationary

- Fall Semester hires are due December 15th
- Spring Semester hires are due April 15th

**Upon Satisfactory completion of 4th 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 30th
- Spring Semester hires are due December 30th

Temporary Full Time Appointments

FTT – Faculty Temporary Full-Time

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

FPT1 – Faculty Preliminary Temporary Full Time

- Fall Semester hires are due December 15th
- Spring Semester hires are due April 15th

Adjunct

AD1 – Adjunct 1st 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)*