

## EVALUATION OF ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

### Probationary Period

Classified management positions will serve a prescribed period of probation which shall not exceed one (1) year. Administrators shall have individual contracts approved by the Board of Trustees.

### Evaluation Timelines

Both administrators and classified management personnel shall be evaluated annually. All evaluations for the preceding academic year, provided that the assignment has been ongoing for at least six months, shall be completed by May 31<sup>st</sup> for Classified Managers and by November 1<sup>st</sup> for Administrators, or as otherwise provided in the administrator's contract.

Performance evaluations of academic administrators and classified management personnel shall be completed by the immediate supervisor using established procedures and forms developed under the direction of the Chancellor.

Adopted: 9-10-79  
Revised: 3-09-81  
Revised: 4-10-89  
Revised: 4-17-89

Revised: 5-11-92  
Revised: 4-26-99  
Revised: 1-31-05  
Revised: 10-30-06