I. POLICY

It is the policy of Adams State College (ASC) that all professional personnel, who are exempt from the State of Colorado classified personnel system, receive annual performance evaluations.

II. PURPOSE

The purpose of this policy is to establish and communicate expectations of professional personnel through performance planning and to establish procedures to evaluate performance.

III. DEFINITIONS

A. Administrative Head: The person responsible for the daily operational activities for a department, center, division, office, or unit within the ASC organization.

B. Core Responsibilities: Job responsibilities that are primary and essential to the type of work performed by an employee and which normally remain relatively consistent during the performance cycle.

C. Performance Rating: The College classifies the performance of professional personnel as follows:

   a. Exemplary: substantially exceeding the College's performance standards
   b. Meritorious: exceeding the College’s performance standards
   c. Satisfactory: meeting the College's performance standards
   d. Needs improvement: not meeting the College's performance standards

D. Professional Management Plan (PMP): The key portion of the evaluation instrument that identifies the core responsibilities, professional development goals, special projects, and performance measures to indicate required achievement levels during and at the end of the performance cycle. The PMP also indicates the principal goals and outcomes in the employee's area of responsibility and how these are tied to the overall goals of the college

E. Professional Personnel: An at-will non-faculty employee of the College who is exempt from the State of Colorado classified personnel system as determined by the Colorado Department of Personnel and Administration. Athletic coaches are considered professional personnel for evaluation purposes.

F. Reviewer: The supervisor of an employee’s immediate supervisor, or another person designated to review an employee’s job description, performance plan, and performance rating. The reviewer responds to appeals of performance ratings.

G. Office of Primary Responsibility (OPR): Designated operational units of ASC who are assigned the task of developing, writing, reviewing, formatting, and revising administrative policies. Designations for the OPRs are listed in the policy index.

IV. PROCEDURES

A. General
1. Exempt professional personnel shall undergo an Annual Performance Review. The uniform evaluation period will be January 1 through December 31. New employees will be evaluated on a prorated year.

2. The Professional Management Plan is the principal component of the annual review. In addition, supervisors are required to gather input from the employee's subordinates, peers, and constituents.

3. The material that follows describes the philosophy, goals and standards that guide the College's evaluation system and its component parts. It is necessary that all professional personnel and their supervisors become familiar with this material.

B. Philosophy

1. The College presumes that most professional personnel, in effectively functioning units, perform at a satisfactory or meritorious level, with a significantly smaller number either substantially exceeding, or not meeting performance standards.

2. To enhance the quality of the College as a whole, the performance evaluation system focuses on recognizing those professional personnel who perform at the exemplary level and identifying and encouraging improved performance by those who need improvement.

C. Goals of Performance Evaluation:

1. The performance evaluation system at Adams State College is intended to promote the following goals:
   a. To assess professional performance.
   b. To increase communication between supervisor and professional to better meet the goals of the department.
   c. To annually review and update the job description and job responsibilities.
   d. To foster both college service and professionally relevant community service.
   e. To provide a guideline for decisions about professional development, retention, and special recognition.

2. To comply with Trustee policies.

D. Evaluation of Professional Personnel:

1. The Professional Management Plan (PMP) is the principal component of the annual review. A PMP shall be prepared by all exempt professional personnel using the format provided in Attachment A.

2. Professional personnel shall work with their supervisor to develop a PMP.

3. Supervisors are encouraged to meet periodically with the employee to discuss progress toward achievement of goals or to revise the PMP when necessary.

4. At the conclusion of the evaluation year, the supervisor will review the PMP and other relevant documentation to evaluate the professional.

5. The supervisor shall prepare a written evaluation of the performance of the professional.

6. The supervisor shall meet with his/her immediate supervisor, or other designated reviewer, to discuss all evaluations prepared by the supervisor prior to the supervisor presenting the evaluation to the employee. The reviewer shall sign and date the evaluation to indicate his/her concurrence.

7. The supervisor and professional shall meet to discuss the evaluation. The professional shall receive a copy of the evaluation at the meeting. At the conclusion of this meeting, both the supervisor and the professional shall sign and date the original evaluation. The professional will be required to provide written indication of agreement or disagreement with the evaluation. Should the professional disagree with any part of the evaluation, the professional may attach a written statement indicating the nature of and grounds for the disagreement. The statement shall become part of the evaluation. The original evaluation shall become part of the professional's personnel file.

8. During the evaluation process, a new PMP will be developed between the professional and the supervisor for the next evaluation period.
E. Recognition for Exemplary Performance:

1. Adams State College values exemplary administrative performance. To achieve recognition for exemplary performance, a professional must present persuasive evidence of achievement clearly exceeding the standards of performance in the administrative unit.

2. The supervisor shall evaluate the Professional Management Plan and other documentation necessary to determine whether the professional merits recognition for exemplary performance. The supervisor will recommend the professional to the President or designee for final consideration.

F. Annual Performance Calendar:

1. For purposes of performance evaluation, the year begins January 1 and ends December 31. For convenience, the calendar below is arranged to reflect the Evaluation-year.

- December 31: END OF PERFORMANCE YEAR (to be evaluated during the current evaluation year)
- January 1: BEGINNING OF PERFORMANCE YEAR (to be evaluated during the next evaluation year)
- January 15: Professionals submit the current and new Professional Management Plans to immediate supervisor.
- January 31: Supervisors complete reviews of those they supervise, and if warranted, recommend the professional for exemplary status.
- February 7: Supervisors complete evaluation conferences with professional personnel they supervise.

Personnel appealing the results of performance evaluation must give written notice to their supervisor within 10 working days of evaluation conference.

V. RESPONSIBILITY

A. Each administrative head shall be responsible to:

1. Ensure that all professional personnel within their department, center, division, office, or unit within the ASC organization receive an annual performance evaluation.

2. Ensure all staff under their supervision that are subject to this policy are made aware of all applicable policies and procedures.

B. Office of Human Resources shall be responsible for the annual review and updating of this policy in accordance with ASC Administrative Policy 420-01.

C. Employees of ASC shall adhere to all policies and directives since they are applicable to all employees of departments/offices of ASC.

D. The President makes the final decision in the appeal process. The President must approve all exemplary ratings.

VI. AUTHORITY

A. Colorado Revised Statute 23-51-102(1)(b), 23-51-102(6)

B. Trustee Policy Manual

VII. HISTORY

April 18, 2006

ATTACHMENTS: Attachment A: Professional Management Plan Required Elements
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**ATTACHMENT A**

**PROFESSIONAL MANAGEMENT PLAN REQUIRED ELEMENTS**

**EMPLOYEE NAME:** __________________________________________________________________

Core Responsibilities:

Professional development:

Special Projects:

Performance Measures:

Goals and Outcomes:

Employee Signature: ___________________________ Date: ______________

Supervisor Signature: ___________________________ Date: ______________