

<b>TITLE</b>	Performance Appraisal of Full-time and Part-time Employees	<b>NUMBER</b> 6Hx-18-5.42
<b>LEGAL AUTHORITY</b>	1001.64 FS, 1001.65 FS	<b>PAGE</b> 1 OF 1
<b>DATE AMENDED/ADOPTED</b>	Formerly P352.00; Readopted 2/27/75; Amended 2/20/77, 9/15/82, 6/19/01, 5/12/2009, 1/16/2018, 8/11/2020, 05/10/2022	

**Policy Statement**

Palm Beach State College recognizes that our employees are one of our greatest assets. The overall success of our organization is supported through the employee review process. The aim of this process is to maximize the potential of each employee by evaluating and acknowledging performance, accountability, and job knowledge to set and achieve objectives. This policy and associated procedures provide for the retention of highly qualified and diverse faculty and staff in support of the college’s commitment to student success. By the use of an approved instrument, such evaluation shall become part of the employee’s file.

1. Regular Non-Bargaining Unit Employees

- a) New Hire/Transfer/Promotion Review – new employees of the college and current employees who transfer to, or are promoted to another position, shall be subject to Board Policy, 6Hx-18-5.93, Probationary Observation Period.
- b) Annual Review - the annual review period is July 1 – June 30.

2. Part-Time Instructor

The Department Chair, or designee assigned by the Associate Dean, shall observe the classroom instruction of each part-time instructor in the department supervised. Written reports of the observation and a conference shall be held after the observation.

3. Bargaining Unit Members

The frequency of observations, methods of evaluation, discussion, and the response of bargaining unit members shall follow the bargaining unit agreement.

The Associate Dean or designee shall observe the classroom instruction of each instructional faculty member in the department supervised. The response of bargaining unit members shall follow the bargaining unit agreement.

The college has implemented performance appraisal procedures that show submission dates and processes, see 5.42P. Academic Affairs manages additional procedures and guidelines for bargaining unit members and part-time instructors.