

Performance Planning and Evaluation

Responsible Unit: President's Office, Finance and Operations, Human Resources

Reference: KCTCS Administrative Policies and Procedures 2.5., BCTC Performance Planning and Evaluation (PPE) Guidelines

BCTC strives to support faculty and staff to perform at a high level, learn and grow as individuals and employees, and contribute to the goals and mission of the college. The purpose of the college's process for performance planning and evaluation is to:

- enhance performance, effectiveness, and leadership;
- promote a unity of direction among faculty, staff, and administration;
- ensure linkages of employees' work plans with the college goals and strategic directions; and
- maximize the effectiveness of the unit's execution of its responsibilities.

Timeline:

<u>ACTION</u>	<u>TARGET</u>
Finalize planning document for coming year.	By June 30 annually
Complete mid-year review if required or desired.	By December 15 annually
Complete annual evaluation.	By May 15 annually (Faculty candidates for promotion will follow promotion timeline.)

Process

The *KCTCS Performance Planning and Evaluation Program* (PPE) provides for a planning phase to prepare for an effective evaluation process. Employees should start the process by completing the college's PPE form, a revision to the KCTCS form. The supervisor (includes the division chair) must assist the employee to do good planning to facilitate the evaluation process. Both employee and supervisor should annually review BCTC– PPE Guidelines. These are some components of planning that should be included.

BCTC strongly recommends the Mid-Year Review annually. It should be done in any case where there is a possibility of a performance problem, when a supervisor or employee desires it,

for any employee who has an approved merit-bonus project, or for any new employee. It should also be done when the circumstances of a position have changed and goals may need to be renegotiated.

The evaluation period requires a substantive interaction between the employee and supervisor. The employee should complete the ACCOMPLISHMENTS columns and the COLLEGE VALUES - SELF-ASSESSMENT. This section should show evidence of behaviors consistent with the College Values. The ideal practice would be to have a preconference to discuss performance. The employee should identify any outstanding performance or needed improvements in any category of the PPE. Then, the rating would be considered by the supervisor in consultation with the reviewer.