

(For use in the Fiscal Year 2011-2012 performance period)

Kentucky Community & Technical College System PERFORMANCE PLANNING AND EVALUATION (PPE) FORM

Full Name:	College:
Position Title:	Division/Department:
Employment Date:	Current Job Date:
Evaluation Period: From July 1, 2011	To: June 30, 2012
Evaluator's Name:	Employee ID (required):
Reviewer's Name(s):	Position #
INITIAL 6-MONTH EMPLOYMENT PERIOD	ANNUAL EVALUATION

All individual performance goals are in support of KCTCS and college strategic plans. The successful completion and attainment of each employee's individual goals should contribute to the organizational goals included in KCTCS and college strategic plans. The KCTCS Vision, Mission, and Values are as follows:

KCTCS VISION

At KCTCS, our vision is to be the nation's premier community and technical college system.

KCTCS MISSION

In everything we do, our mission is to improve the quality of life and employability of the citizens of the Commonwealth by serving as the primary provider of:

- College and Workforce Readiness
- Transfer Education
- Workforce Education and Training

KCTCS VALUES

- Responsiveness to students, employers, and communities
- Access with innovative and flexible delivery
- Trust, respect, and open communication
- Continuous improvement
- Inclusion, multiculturalism, and engagement

Alignment of PPE with KCTCS Strategic Plan

All individual performance goals are in support of KCTCS and college strategic plans. The successful completion and attainment of each employee's individual goals should contribute to the organizational goals included in KCTCS and college strategic plans.

The KCTCS Strategic Plan 2010-16 consists of five goals along with measures. Each college has adapted the KCTCS Strategic Plan 2010-16 to support its mission.

All KCTCS employees are encouraged to include within their Performance Planning section (Section I) of the PPE, one or more action strategies that relate directly to the strategic goals and their performance measure. Some employees may be able to design an action strategy for each goal while others may develop one or more strategies from the five goals. The decision as to the strategies and number of goals addressed should be made between the employee and his/her supervisor.

The KCTCS Strategic Goals 2010-16 and performance measures are as follows:

KCT	CS Strategic Goals 2010-16		Performance Measure
teaching	e excellence and innovation in g, learning and service	•	Engagement Licensure/Certification Pass Rate
Cultivatinclusion	e diversity, multiculturalism and n		Student Diversity Employee Diversity
 Increase success 	student access, transfer and		Developmental Education Participation rate for KCTCS fall credit enrollment, as a percentage of adult population Credentials Persistence Rate Transfer
	e the economic and workforce ment of the Commonwealth	:	Workforce Marticulation Wage Index High Wage/High Demand Completion
 Promote KCTCS 	e the recognition and value of		Media Focus Financial Contributions

SECTION I PERFORMANCE PLANNING PROCESS

During the Planning Process, complete the areas in Section I that apply to the employee being evaluated. At least one or more of the areas will be applicable. All five (5) areas may not apply to all employees. Where possible, create action strategies that relate to one or more of the KCTCS Strategic Goals. To have additional space available for entering more than ten (10) items, click on the "Table" pull-down menu, then click on "Insert" and on "Rows Below".

POSITION RESPONSIBILITIES (See Performance Evaluation Instructions for examples of possible activities to include.)	%	GOALS/RESULTS EXPECTED Including language incorporating one or more of the KCTCS/College Strategic Goals

INTERNAL SERVICE	GOALS/RESULTS EXPECTED Including language incorporating one or more of the KCTCS/College Strategic Goals
EXTERNAL SERVICE	GOALS/RESULTS EXPECTED Including language incorporating one or more of the KCTCS/College Strategic Goals
PROFESSIONAL DEVELOPMENT (See Performance Evaluation Instructions for examples of possible activities to include.)	GOALS/RESULTS EXPECTED Including language incorporating one or more of the KCTCS/College Strategic Goals
LEADERSHIP (See Performance Evaluation Instructions for examples of possible activities to include.)	GOALS/RESULTS EXPECTED Including language incorporating one or more of the KCTCS/College Strategic Goals

PLANNING PROCESS DISTRIBUTION OF EFFORT AND SIGNATURE LINES

	<u>Category</u>	% of Effort	
Position 1	Responsibility		
Internal S	Service		
External	Service		
Professio	nal Development		
Leadersh	ip		
TOTAL	(Must equal 100%)		
	ervisor my Responsibilities, Go hat these criteria will be used fo	oals/Results Expected, and Percent of Effort to or my evaluation.	be spent
Employee's Signature		Date	
Evaluator's Signature		Date	
Reviewer's Signature		Date	
	SECTIO MIDYEAR PROGI		
		d and have determined that progress to this da erformance issues and a corrective action plan	
Employee's Signature		Date	
Evaluator's Signature		Date	

SECTION III PERFORMANCE EVALUATION PROCESS

A. OUTCOMES

This section is to be completed as the evaluation. List Outcomes for each of the individual activities and accompanying "Goals/Results Expected" items listed in Section I. *To have additional space available for entering more than ten* (10) items, click on the "Table" pull-down menu, then click on "Insert" and on "Rows Below".

OUTCOMES	POSITION RESPONSIBILITIES	%
OUTCOMES		70
	TATELLA CENTRAL	
OUTCOMES	INTERNAL SERVICE	%
	EXTERNAL SERVICE	
OUTCOMES	EXTERVAL SERVICE	%

OUTCOMES PROFESSIONAL DEVELOPMENT	%
OUTCOMES LEADERSHIP	%
	<u>—</u>
B. OVERALL EVALUATION SUMMARY	
1. Identify the employee's a) performance strengths; and b) areas in which improvement was made during the evaluation period being reviewed:	
2. Identify what actions are recommended for the employee and/or the college to undertake in order to achieve improvement in the employee's performance:	
3. Other Comments (if applicable):	

4.	Overall Perfor	mance Rating		
	Consistently Exceeded Expectations of Job Requirements (EE) - Job performance was continuously performed in an exceptional manner. Contributions significantly and consistently exceeded expectations and requirements based on established success criteria, with exceptional quality, quantity and timeliness of work. Consistently achieved outstanding results well beyond those expected of the position, and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals.			
	Met and Frequently Exceeded Job Requirements (ME) - Job performance consistently met and frequently exceeded the expectations and requirements for the position based on established success criteria. Contributions consistently met and frequently exceeded expected criteria for quality, quantity and timeliness of work. Frequently achieved results beyond those expected for the position and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals.			ed success ity, quantity
	requirements fo expected criteria	Requirements (M) - Job performance consistently meter the position based on established success criteria. Cora for quality, quantity and timeliness of work and helpedy aligning action plans with the strategic goals.	ntributions occasion	nally exceeded
	capably; however fully meet experiment in action and/or te	ement Needed to Meet Job Requirements (NI) - Corer, improvement in quality, quantity and/or timeliness ectations and requirements for the position based of approvement Plan be developed by the supervisor to arformance shall be evaluated again in six months and quality, quantity, and timeliness of work is necessar remination of employment in accordance with KCTCS mation and disciplinary action procedures.	es of work is requi n established succe o facilitate impro- s. Significant a ary in order to avo	red in order to less criteria. A vement by the and immediate old disciplinary
	requirements and Improvement P employee. Per evaluation goals Significant and to avoid discipl	Job Requirements (F) - Performance throughout the and expectations for the position based upon established lan will be immediately developed by the supervisor formance shall be re-evaluated based on the Perform is in at least three months, in six months, and again the immediate improvement in quality, quantity and timelication and/or termination of employment in according employee termination and disciplinary action. SIGNATURE AFTER EVALUATION	d success criteria. to facilitate impro- nance Improvement nereafter if determiness of work is nec	A Performance ovement by the at Plan and the ined necessary. cessary in order
Emplo	yee's Signature		Date	
		I acknowledge that this evaluation was discussed with me.		
Evalua	ator's Signature		Date	
Reviev	ver's Signature		Date	
	I agree with the			
	. •	the evaluation, but accept.	ting through the W	OTOS
		the evaluation and am hereby appealing the assigned raplution Procedure for staff , or the KCTCS faculty PPE		CICS

5. Employee's Comments (Optional) – Comments/opinions relative to accuracy, comprehensiveness or helpfulness of this evaluation			
MERIT BONUS	SECTION IV AWARD RECOMMENDATION/APPROVAL		
supervisor and reviewer may recommended review process. Significant accomplishments that were consideration and determined eligibitions.	"Consistently Exceeded Expectations of Job Requirements (EE)", the mend the employee for consideration of merit bonus eligibility by the local aments are to be considered in the review process, particularly relative to planned stablished during the planning process. If the employee is recommended for a for the merit bonus based on supporting documentation (see attached), to the recommendation and approval for receiving the merit bonus.		
Supervisor's Signature	Date		
Reviewer's Signature	Date		
Local Review Process Signature(s)	Date		
	Date		
	Date		
	Date		
College President/CEO Approval			
Comments:			
College President/CEO's Signature	Date		