

3.2.10 The institution periodically evaluates the effectiveness of its administrators. (**Administrative staff evaluations**)

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) has a well-defined [policy](#) and associated procedures for employee evaluations. As such, the College evaluates the performance of employees annually, including all administrators in accordance with State Board Policy [607.01](#). The CVCC Human Resources department initiates the College's performance evaluation with supervisors of both [faculty](#) and [staff](#). The President of CVCC is evaluated by the Chancellor in accordance with State Board Policy [607.01](#) and the accompanying [guidelines](#).

Administrative staff members are evaluated by the President. The evaluation period begins in April with a deadline date of June 1st. The President reviews the performance evaluation with the employee, who has an opportunity to respond. The evaluation is signed by the President and the employee. Evaluation documents are available in the Office of Human Resources for all employees.

Evaluations for 2010-11 and 2011-12 are provided:

Position	Name	2010-2011 Evaluation*	2011-2012 Evaluation*
Vice President and Dean of the College (previously Dean of Student and Administrative Services)	Dr. David Hodge	Evaluation Not Completed by Interim President	Dean of Student and Administrative Services Evaluation VP/Dean of College Evaluation
<u>Interim Dean of Instruction</u> – <i>Assumed interim position in August 2011 and returned to Division Chair status August 2012 (No 2011-12 performance evaluation was completed for this position.)</i>	Mr. Earl Cook	N/A	N/A
Dean of Workforce Development	Ms. Janet Ormond	Evaluation Not Completed by Interim President	Dean of WFD Evaluation
Chief Financial Officer (previously Business Manager)	Ms. Brenda Kelley	CFO Evaluation	CFO Evaluation
<u>Director of Institutional Effectiveness</u>	Dr. Joree Jones	Hired Dec. 1, 2011	Director of Institutional Effectiveness Evaluation
<u>Dean of Student Services</u>	Dr. Joy Hamm	N/A	Hired Aug. 6, 2012

* Sensitive information has been removed.

SUPPORT DOCUMENTATION

Human Resources Procedure Manual Section 3, Evaluation of Personnel – Page 16
State Board and CVCC Policy 607.01: Evaluation of Personnel
Email from HR Initiating Performance Review - Faculty
Email from HR Initiating Performance Review – Staff
Guidelines for State Board Policy 607.01: Evaluation of Personnel
Dean of Student and Administrative Services Evaluation, 2011-2012
VP/Dean of College Evaluation, 2011-2012
Dean of Workforce Development, 2011-2012

<u>Chief Financial Officer Evaluation, 2010-2011</u>
<u>Chief Financial Officer Evaluation, 2011-2012</u>
<u>Director of Institutional Effectiveness, 2011-2012</u>