

POLICY NAME:	607.01: Evaluation of Personnel
EFFECTIVE:	08-28-08
SUPERSEDES:	607.01 issued 03-24-05; 11-14-96; 12-08-94
SOURCE:	<i>Code of Alabama</i> 16-60-111.5
CROSS REFERENCE:	President's Evaluation Guidelines and Procedures

1. President

The Chancellor shall evaluate the performance of Presidents of institutions under the authority, direction, and control of the State Board of Education, using appropriate evaluation instruments and methods. The results of such evaluations shall be reported to the Board.

- 1.1. Those individuals having served as President at these institutions for a period of three (3) years or less shall be evaluated annually. Those individuals having served as President for a period of more than three (3) years shall be evaluated at least biennially.
- 1.2. Using the results of the evaluations and the President's professional development plan, the Chancellor shall devise as necessary for each a professional development plan to address any deficiencies identified through the evaluation process.
- 1.3. The Chancellor may employ the services of a third party or other entity to evaluate Presidents.
- 1.4. Written results of the evaluation shall be reported to each President within a reasonable period of time following the conclusion of the evaluation process. Each evaluation shall become a part of the personnel file of the President maintained in the offices of the Alabama Department of Postsecondary Education. Such files shall be subject to federal and state statutes governing the maintenance and preservation of personnel records.
- 1.5. The Chancellor, from time to time, may appoint a committee or committees to review and assess the evaluation policy, guidelines, and procedures.

2. Faculty and Staff

Each President shall be responsible for the development and implementation of an evaluation system whereby all instructors and other employees at the respective institution are evaluated at least annually. Individual written evaluation records shall be maintained for all employees.