



<b>CHAPTER 2</b>	<b>SECTION NO.</b>
College Personnel – Personnel General	2.13
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
2.13.13 Evaluations	<i>Reviewed: September 14, 2010; December 13, 2016; June 6, 2017; June 13, 2023</i>
	<i>Revised: December 13, 2016; June 6, 2017, June 13, 2023</i>

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**Evaluations Specific to Employee Classifications**

- A. President: The Board of Trustees will provide an annual evaluation of the College President. The Board will establish procedures and criteria in consultation with the President to facilitate the evaluation process. A written copy of the Board's evaluation will be provided to the President and placed in the President's personnel file.
- B. Administrators and Professional Staff: Each Administrator and Professional Staff employee shall receive a written performance evaluation by their supervisor. Such evaluation shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon performance objectives and the overall objectives of the College. The performance evaluation will, at a minimum, be completed annually for one-year assignments and biennially (in year two of the contract) for two-year contracts. Reviews may be scheduled more frequently at supervisor's discretion. Goal setting and review will occur annually. The results shall be discussed with the employee and a signed copy shall be filed with the Executive Director of Human Resources for inclusion in the employee's personnel file and a copy forwarded to the evaluator's supervisor for review. If an employee disagrees with the performance evaluation given by the supervisor, the employee may appeal the evaluation in writing to the supervisor with a copy sent to the Executive Director of Human Resources for inclusion in the employee's personnel file. At the discretion of the Executive Director of Human Resources, the appeal may be discussed with the supervisor and/or the employee. If the supervisor is the Executive Director of Human Resources, the employee may appeal the evaluation in writing to the President. *Reference Board Policy 2.01.02 Administrator Assignments, 2.02.02 Professional Staff (Non-GF) Assignments & 2.03.01 Professional Staff Grant-Funded Assignments.*
- C. KCEA Faculty: The purpose of faculty evaluation is to improve the learning process; to apprise faculty of their strengths, weaknesses, progress and overall status; to determine the desirability of tenure when an individual is eligible; and to provide information for use in making personnel decisions in accordance with 110 ILCS 805/3B. For additional information regarding faculty evaluations see the faculty collective bargaining agreement.
- D. Adjunct Non-Bargaining Unit Faculty: Consistent with the KCAEA collective bargaining agreement.
- E. KCAEA Adjunct Faculty: As per the KCAEA collective bargaining agreement.
- F. KCSS Support Staff: As per the KCSS support staff collective bargaining agreement.
- G. Confidential Staff and Grant Funded Support Staff: Each Confidential Staff or Grant Funded Support Staff employee shall receive a written performance evaluation by their supervisor. Such evaluation shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon

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performance objectives and the overall objectives of the College. The performance evaluation will, at a minimum, be completed annually for one-year assignments and biennially (in year two of the contract) for two-year contracts. Reviews may be scheduled more frequently at supervisor's discretion. Goal setting and review will occur annually. If an employee disagrees with the performance evaluation given by the supervisor, the employee may appeal the evaluation in writing to the supervisor with a copy sent to the Executive Director of Human Resources for inclusion in the employee's personnel file. At the discretion of the Executive Director of Human Resources, the appeal may be discussed with the supervisor and/or the employee. If the supervisor is the Executive Director of Human Resources, the employee may appeal the evaluation in writing to the President. At the discretion of the Executive Director of Human Resources, the appeal may be discussed with the supervisor and/or the employee. If the supervisor is the Executive Director of Human Resources, the employee may appeal the evaluation in writing to the President.

- H. Part-Time Benefited Staff: An annual performance evaluation shall be conducted by his/her supervisor. The results shall be discussed with the employee and a signed copy shall be filed with the Executive Director of Human Resources for inclusion in the employee's personnel file and a copy forwarded to the evaluator's supervisor for review. If an employee disagrees with the performance evaluation given by the supervisor, the employee may appeal the evaluation in writing to the supervisor with a copy sent to the Executive Director of Human Resources for inclusion in the employee's personnel file. At the discretion of the Executive Director of Human Resources, the appeal may be discussed with the supervisor and/or the employee. If the supervisor is the Executive Director of Human Resources, the employee may appeal the evaluation in writing to the President.
- I. Part-Time Non-Benefited Staff: An annual performance evaluation shall be conducted by his/her supervisor.
- J. Temporary Staff: Temporary staff should receive an end of appointment evaluation.