

CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.09.1 (AP 2435, 2510, 7150)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 2.09.1 Categories of Employment: Evaluation
Revision Date: 12/12
References: ACCJC Accreditation Standards III.A.5, IV.B and IV.C.3

1. All District employees are evaluated systematically and at stated intervals. Written criteria are established for evaluating employees. Evaluation processes are designed to assess effectiveness of employees and encourage improvement. Actions taken following evaluations are formal, timely and documented.
2. Detailed evaluation procedures for various categories of employment can be accessed as follows:
 - a. Faculty:
See Procedure 3.20.1, Evaluation of Faculty and Faculty Tenure:
https://smccd-public.sharepoint.com/BoardProcedures/3_20.1.pdf
 - b. Management and Academic Supervisory Employees (includes college presidents):
[https://smccd-public.sharepoint.com/humanresources/PerformanceEvaluations/Procedure for Management and Academic Supervisory Performance Evaluations.pdf](https://smccd-public.sharepoint.com/humanresources/PerformanceEvaluations/Procedure%20for%20Management%20and%20Academic%20Supervisory%20Performance%20Evaluations.pdf)
 - c. Classified/Professional/Confidential/Supervisory Employees:
[https://smccd-public.sharepoint.com/humanresources/PerformanceEvaluations/Procedure for Classified Professional Confidential and Supervisory Performance Evaluations.pdf](https://smccd-public.sharepoint.com/humanresources/PerformanceEvaluations/Procedure%20for%20Classified%20Professional%20Confidential%20and%20Supervisory%20Performance%20Evaluations.pdf)
 - d. Chancellor:
See Procedure 2.02.2, Chancellor of the District-Evaluation:
https://smccd-public.sharepoint.com/BoardProcedures/2_02.2.pdf