

**PARTICIPATION IN THE ACADEMIC/CLASSIFIED
MANAGEMENT/SUPERVISORY EVALUATION PROCESS**

Information for Management/Supervisory evaluations will be collected by way of the Behavioral Skills Survey (Appendix A-4 in the Management, Supervisory, and Confidential Employees Personnel Manual). The survey will focus on five areas appropriate to all managers/supervisor - Communication Skills, Leadership, Professional Knowledge and Expertise, Team Work, and Administrative Skills. The individual to be surveyed will be those who have direct knowledge of the manager’s/supervisor’s skills. When the survey is from a large constituency by random sample or other mutually agreed means, the individuals selected will be those who have had the most direct and substantial experience with the services provided by the managers/supervisor’s area. The individual questionnaires will be signed by the persons completing them.

The individuals to be interviewed/surveyed will include persons selected from the following categories designated for each position and will include all employees directly supervised. The selection of participants shall be as outlined in the Management, Supervisory and Confidential Employees Personnel Manual.

<u>MANAGEMENT POSITIONS</u>	<u>PARTICIPANTS</u>				
	<u>Faculty</u>	<u>Other Managers</u>	<u>Classified Staff</u>	<u>Students</u>	<u>Other</u>
Academic/Student Services Manager	•	•	•	•	
Assistant Comptroller	•	•	•		
Buildings and Grounds Manager	•	•	•	•	
Central Services Manager	•	•	•		
Chief Accountant		•	•		
Chief of District Police Services	•	•	•	•	
College Bookstore Manager	•	•	•	•	
Comptroller/Assist. Chief Financial Officer	•	•	•		
Custodial Manager	•	•	•	•	
Dean	•	•	•	•	
Director of Admissions and Records	•	•	•	•	
Director of Admiss., Records & Relations w/Schools	•	•	•	•	
Director of Business Services	•	•	•	•	
Director of College Development	•	•	•		
Director of Community Relations & Mrktg.	•	•	•	•	
Director of Computer/Media Services	•	•	•		
Director of District Research	•	•	•		
Director of Enrollment Management	•	•	•	•	
Director of Facilities and Construction		•	•		
Director of Financial Aid	•	•	•	•	
Director of Human Resources	•	•	•		
Director of Information Technology	•	•	•	•	
Director of Instructional Support	•	•	•		
Director of International Education	•	•	•	•	
Director of Library Services	•	•	•	•	
Director of Marketing & Media Design	•	•	•	•	
Director of Matriculation and Research	•	•	•		
Director of Payroll Services	•	•	•		
Director of Planning, Research/Student Outcomes	•	•	•		

<u>MANAGEMENT POSITIONS</u>	<u>PARTICIPANTS</u>				
	<u>Faculty</u>	<u>Other Managers</u>	<u>Classified Staff</u>	<u>Students</u>	<u>Other</u>
Director of Public Safety/Related Prgms	●	●	●	●	
Director of Purchasing	●	●	●	●	
Director of Special Programs & Srvc	●	●	●	●	
Director of Student Programs & Srvc	●	●	●	●	
Economic Devel. Program Manager	●	●	●		
Executive Dean	●	●	●	●	
Executive Director, Regional Training Institute	●	●	●		
Food Services Manager	●	●	●	●	
Foundation Director	●	●	●		
Manager of Audit Services	●	●	●		
Manager of Student Equity/Re-Entry Services	●	●	●	●	
Network Technology Manager	●	●	●		
Police Services Lieutenant	●	●	●	●	
Public Information Offcr/Spcl Asst to the President	●	●	●		
Satellite Business Services Manager	●	●	●	●	
Senior Academic Student Services Manager	●	●	●	●	
Senior Dean	●	●	●	●	
Senior Foundation Director	●	●	●		
Technology Applications Manager	●	●	●	●	
Vice President	●	●	●	●	

<u>SUPERVISORY POSITIONS</u>	<u>PARTICIPANTS</u>				
	<u>Faculty</u>	<u>Other Managers</u>	<u>Classified Staff</u>	<u>Students</u>	<u>Other</u>
Administrative Analyst	●	●	●		
Bookstore Supervisor	●	●	●	●	
Cashier's Office Supervisor	●	●	●	●	
Computer and Network Supervisor	●	●	●		
Counseling Office Supervisor	●	●	●	●	
Executive Coordinator		●	●		
Police Services Sergeant	●	●	●	●	
Principal Accountant		●	●		
Principal Administrative Analyst		●	●		
Principal Executive Coordinator		●	●		
Principal Human Resources Representative		●	●		
Principal Payroll Technician		●	●		
Principal Web Administrator		●	●		
RTI Accounts Manager		●	●		
RTI Key Accounts Manager		●	●		
RTI Senior Key Accounts Manager		●	●		
Safety and Environmental Health Coordinator		●	●		
Senior Administrative Analyst		●	●		
Senior Executive Coordinator		●	●		

The evaluation process established in the Management, Supervisory and Confidential Employee Personnel Manual Section 6.9.2 will be used by the Governing Board for the evaluation of the chancellor, college presidents, vice chancellors and executive director, RTI. The evaluation will include information collected by interview or survey from representatives of the faculty, other managers, classified staff and students in addition to all employees directly supervised.

Historical Annotation:
Personnel 4006.03: 10/27/92
Revised 2/5/02
Second Revision 10/5/04

Related Board Policies:
Board Policy 2026

Related Procedures:
Human Resources Procedures 2030.10, 2030.11, 3080.03
Management, Supervisory, and Confidential Employees Personnel Manual 6.0