

# Administrative Personnel (Salary Schedule A, B, and C)

Administrative personnel evaluation procedures will include evaluation of the employee by subordinates within his/her chain of command, professional development plans and annual assessment by the employee's immediate supervisor to provide a holistic approach to the evaluation process.

After the evaluation procedure is completed, the immediate supervisor will:

- Conduct an evaluation interview reviewing the evaluation packet
- Provide the employee with the opportunity to make any written comments and sign the appropriate forms
- Submit, if necessary, the evaluation packet to the appropriate college-wide supervisor.

The employee's completed evaluation packet will be placed in his/her official personnel file.