

## Evaluation of Staff

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of an instructor's performance of the teaching responsibilities. It is also an important assessment of support services employees and current performance of their job assignments. Under Board policy, the President is responsible for developing a staff evaluation program. The evaluation program shall serve as a tool for supervisors who are responsible for making decisions about appointments, promotion, demotion, contract renewal or nonrenewal, dismissal and discipline.

This evaluation program shall be designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive supervisor responses to them; to receive peer assistance as appropriate; to have formal and informal classroom observations; to assess performance of other duties and job responsibilities of all staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make required improvement(s) within specific timelines.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290\(2\)](#)

[OAR 589-008-0100\(1\)\(h\)](#)