



**POLICY 06:22:00  
PERFORMANCE REVIEW AND  
DEVELOPMENT PLAN FOR  
STAFF EVALUATION**

(See [Policy No. 06:02:00](#) for Faculty Evaluation Process)

Each staff member is evaluated on an on-going basis by his/her supervisor on how well he/she performs in terms of his/her position description, departmental objectives, and institutional goals. A formal evaluation is conducted per the College's planning calendar (published in January) each year. During the same time frame, the employee has the opportunity to complete a self-evaluation as well as evaluate his/her supervisor.

Staff evaluation forms may be obtained via Human Resources' homepage or in the Human Resources and Affirmative Action office. Each immediate supervisor must complete an evaluation form on his/her staff member(s) and review the evaluation with that staff member. The staff member will then sign the form, and it will be forwarded through the administrative levels to the appropriate President's Staff member for signature. Once signed, the original will be filed in the individual's personnel file, and the employee will be given a copy of the form.

The procedures for completing the staff evaluation process can be viewed at [HR Forms – Staff Performance Review & Development Plan Handbook](#).

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Approved: Executive Council, March 4, 1991  
Editorial Changes, April 23, 1993  
Approved: President Allen G. Edwards, January 22, 2002  
Reviewed/Recommended: President's Staff, February 19, 2007  
Approved: President Allen G. Edwards, February 19, 2007  
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Approved; President L. Anthony Wise, Jr., February 27, 2012