



# Executive Director & Fulltime Staff Performance Appraisal Timeline 2016-17 **DRAFT**

- **A.S.I. Personnel Committee** reviews *Executive Director & Fulltime Staff Performance Appraisal Timeline* Tuesday, February 21, 2017
  - **A.S.I. President announces ED Evaluation timeline** and expectations to the A.S.I. Board and distributes evaluations
- **Evaluations are distributed to Board of Directors and Stakeholders** April 3-7, 2017
- **Deadline for Executive Director Evaluations to deliver** Friday, April 7  
to Susan L. Varela, Associate Vice President of Human Resources Management  
Submit to Administration Building 6<sup>th</sup> Floor – Adm 606
- **Directors Complete their evaluations Fulltime Staff** Friday, April 7  
& deliver to Executive Director to review
- **Evaluation results are compiled by** April 7 – 12, 2017  
Susan L. Varela, Associate Vice President of Human Resources Management
- **Executive Director Completes evaluations of FT Staff** April 7 – 12, 2017  
& delivers to Dean of Students/Senior Associate VP for Enrollment Management
- **A.S.I. President reviews results with** Susan L. Varela, April 13 or April 14, 2017  
Associate Vice President of Human Resources & Dean of Students  
**Per Policy 106 - <http://asicalstatela.org/sites/default/files/content/upload/2015/11/policy-106-personnel-performance-appraisal-policy-106.pdf>**

## Appraisal Process

5.3.1 The appraisal process consists of three steps:

5.3.1.1 Self-Appraisal – The employee has the option of completing a “Self-Evaluation”

5.3.1.2 Peer-Appraisal – The A.S.I. Executive Director and committee chair will identify stakeholders (e.g. Board of Directors, A.S.I. Members, etc.) who will be asked to participate in the review process. Each participant will be asked to complete the “Employee Evaluation Appraisal” form.

5.3.1.3 Supervisor Appraisal – The employee will participate in a conference where the supervisor’s appraisal, peer appraisals, and the self-appraisals are reconciled and the employee is counseled as to the nature of the work performance. During the supervisor appraisal, the employee and the area manager will:

5.3.1.3.1 review job description - agree to changes

5.3.1.3.2 review each item/rating/comments

5.3.1.3.3 try to come to agreement on items/rating/comments - negotiation is encouraged

5.3.1.3.4 agree to changes as necessary

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- 5.3.1.3.5 review the three (3) most important aspects of job performance
- 5.3.1.3.6 develop three (3) annual goals/performance
- 5.3.1.3.7 employee/supervisor discusses the recommendation for the merit salary adjustment.

- **Dean of Students** April 13 or April 14, 2017  
Returns Staff evaluations to the Executive Director
- **Executive Director reviews evaluations with staff members** April 17 or April 18, 2017  
**A.S.I. President reviews evaluation with Executive Director**
- **A.S.I. Personnel Committee** reviews staff evaluations provided Tuesday, April 18, 2017  
by the A.S.I. President and Executive Director and takes action
- **A.S.I. Board reviews the A.S.I. Personnel Committee** Thursday, April 20, 2017  
**Recommendation** regarding the Executive Director & staff evaluation  
and takes action



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