



**PERFORMANCE REVIEWS**

**POLICY**

In fulfilling the Institution's mission and goals, Brunswick Community College will provide an organized continuous improvement process for appraising the performance of all employees and a comprehensive employee development program to encourage professional growth. The annual summative outcomes of each employee's performance appraisal will be used to develop an individual plan of growth and/or improvement.

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**PROCEDURES**

**Performance Reviews**

All full-time and part-time employees are evaluated annually beginning the process in March. All evaluations must be in the Human Resources Department by May 1<sup>st</sup> of each year.

Part-time temporary or less than 9-month employees shall be evaluated at the end of their initial term of employment, and, if employment is continued, during the following annual review periods thereafter. A copy of the completed evaluation form, signed by the employee to verify that he/she has seen the instrument, not that he/she agrees with it, shall be given to each employee at the end of the evaluation conference. It is the duty of each employee's supervisor to file a completed evaluation form in /his or her personnel file in the Human Resources office by May 1<sup>st</sup>.

**Professional Development**

It is essential for all faculty and staff members to devote part of their time to staying current in their field of expertise. Employees are expected to develop and maintain the administrative skills, such as computer literacy, necessary for successful job performance. Faculty members are expected to further their knowledge within their specialty and continuously to refine their instructional skills.

Brunswick Community College encourages and supports, as funds allow, professional development for all full-time and part-time employees. During the yearly performance evaluation process, each full-time and regular part-time employee is required to submit to his/her supervisor a plan for his/her professional development activities for the coming year and a summary of the activities he/she has participated in during the past year. Employees' roles are varied and many acceptable ways of achieving professional development are recognized. The minimum number of annual staff development hours by employee classification is:

Administration/Executive .....	10 hours
Faculty.....	10 hours
Other Professionals .....	10 hours
Technical Paraprofessional .....	6 hours
Secretarial/Clerical.....	6 hours
Custodial/Maintenance .....	3 hours