TECHNICAL COLLEGE OF THE ROCKIES

Where Careers Begin

Procedure for Effectiveness/Performance Evaluation of Full and Part-Time Staff

- Employees will be informed concerning who will evaluate them.
- All evaluation standards and criteria shall be given in writing to employees and shall be communicated and discussed by the person being evaluated and the evaluator prior to and during the evaluation.
- The evaluation shall include consideration of input from supervisors and subordinates.
- Student evaluation of instruction will be considered in the evaluation of teaching faculty.
- A formal evaluation conference shall be held at least once during each contract year. Thereafter, formal evaluation conferences shall be held on a regular basis. A written report of the conference will be provided to the employee.
- The evaluation report will include the following:
    - Specific information about the strengths and weaknesses in the performance of the staff member.
    - Identification of all data sources.
    - The process may include an improvement plan that is specific as to what improvements, if any, are needed in the performance of the evaluation and which sets forth recommendations for improvements including recommendations for additional education and training during the staff members' re-credentialing process.
- The employee shall have the opportunity to respond to the formal evaluation report for the record, including appealing the evaluation using the appropriate appeals process.

Reviewed by Administration, September 20, 2022.No updates
Reviewed by Administration, September 14, 2023. No updates
Reviewed by Administration, September 30, 2024. Removed “Documentation identifying when a direct observation was made.” Added “including appealing the evaluation using the appropriate appeals process.”
Reviewed: September 19, 2025, by TCR Administration. No updates
Reviewed: June 12, 2026, by TCR Administration. No updates