



AP 7150 Evaluations

References:

NWCCU Standards 2.F.1, 2.F.4

Treasure Valley Community College assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The evaluation process assesses the effectiveness of personnel and encourages improvement. Actions taken following evaluations shall be formal, timely, and documented.

Direct supervisors shall be responsible for completing an evaluation of non-faculty employees. The evaluation shall be done on a college approved form.

Full-time professional and classified staff shall be evaluated as follows:

- a. After the first 6 months of employment, the employee shall receive their first evaluation. The next evaluation shall be the annual evaluation and shall be completed during the regular evaluation cycle.
- b. The regular evaluation cycle shall be July-August of each year.
- c. Evaluations may be performed on a more frequent basis at the discretion of the supervisor.

Administrative employees shall be evaluated as follows:

- a. During the probationary period, the employee shall be evaluated annually.
- b. After the probation period expires, the employee shall be evaluated a minimum of every two (2) years.
- c. Evaluations may be performed on a more frequent basis at the discretion of the President or supervising Vice President.

Faculty evaluations shall be done as set forth in the faculty's members collective bargaining agreement.

Adjunct faculty will be evaluated the first three terms of their employment and once a year thereafter, unless the Vice President of Academic Affairs, Dean of CTE and/or Department Chair or Director of Correctional Education determines more frequent evaluation is necessary. The evaluation process will include a teaching observation, student evaluation, and written evaluation as follows:

- d. Observation



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The Department Chair or the Department Chair's designee, which shall be a tenured faculty member in the same department, Director of Correctional Education or the Vice President of Academic Affairs may conduct the teaching observation.

A teaching observation form will be used to complete the observation.

The completed observation form will be signed by the adjunct faculty member, the observer and the Department Chair (if not the observer) or Director of Correctional Education. The form will be forwarded to the Vice President of Academic Affairs' office.

e. Student Evaluation

The Student Evaluation form will be used to complete the student evaluation.

The completed Student Evaluation form will be reviewed by the Department Chair or Director of Corrections, adjunct faculty member and the Vice President of Academic Affairs.

Student Evaluation forms are stored in the Vice President of Academic Affairs' office for two years.

f. Written Evaluation

The adjunct Faculty Evaluation form will be used for the written evaluation.

The form will be completed by the Department Chair or Director of Corrections, signed by the adjunct faculty member, and reviewed and signed by the Vice President of Academic Affairs. The completed written evaluation will be forwarded to the Human Resources office to be stored in the employee file.

Approved: April 21, 2026