

REVISED (12/8/2008)**P O L I C I E S**

Policy # I-101

Supersedes: NA (New Policy)

Title: **POLICY FOR THE EVALUATION OF PROFESSIONAL STAFF**

Adopted Date: December 10, 2008

Effective Date: Academic year 2009-2010

References:**1.0 PREAMBLE**

- 1.1** Richard Stockton College is committed to high standards of staff performance that will sustain and extend the excellence we have achieved. While much of this policy focuses on evaluation of individual staff members, this policy also affirms that in success in individual roles necessarily involves purposeful collaboration in order to achieve the College's mission.
- 1.2** This policy applies to all members of the professional staff who are not managerial or confidential employees or in classified service, but are members of the Faculty – Staff Bargaining Unit, including those serving part-time and those funded by external sources.
- 1.3** The status and responsibilities of a staff member may change through time or as a result of reclassification, reassignment, or promotion. As one's status changes, so do expectations and, in some cases, the method of evaluation.
- 1.4** Although formal evaluation processes take place on varied cycles, the College expects the highest level of professionalism at all times. Staff are expected to perform their role in a manner that reflects positively on themselves and on the College. Also, education is a shared enterprise that entails the ability to work well with colleagues and others on campus and to contribute to institutional and unit goals.
- 1.5** In any review, it is understood that the responsibility lies with the candidate to document the excellence of one's work.

- 1.6 College expectations of performance fall into two broad areas: those expectations that reflect one's professional role, including individual contractual responsibilities, and those that are tied to one's status as an employee of the College.
- 2.00 STATEMENT OF STAFF RESPONSIBILITIES**
- While individual appointment contracts outline general responsibilities of a staff member's appointment, the evaluation of staff performance requires a clear statement of the responsibilities of all staff, including those who are on multi-year contracts. These responsibilities include sustained and consistent success in:
- 2.1 Carrying out all of one's assigned responsibilities at a high level of professional performance, including the ability to meet institutional or unit deadlines as established by one's supervisor
- 2.2 Maintaining one's expertise to reflect changes in standards of professional practice, changing technology or new operational protocols, software, or other matters relating to high levels of professional performance and College needs.
- 2.3 The ability to meet unanticipated demands, as well as the willingness to accept new or unanticipated work or assignments and the ability to deal with unanticipated circumstances calling for professional judgment.
- 2.4 Application of current policies and procedures related to one's responsibilities.
- 2.5 Fulfilling all expectations required to maintain the College's good standing in matters relating to its statutory or other responsibilities as a public entity.
- 2.6 Positive collaboration with one's colleagues in the achievement of individual, unit, and College purposes. This includes active participation in unit initiatives, making positive contributions to the working environment, and regular attendance at unit meetings.
- 2.7 Active participation in staff recruitment where appropriate, including documented efforts to assist the College and program achieve its diversity goals.
- 2.9 Active participation in the assessment of unit activities, where appropriate.
- 2.10 Any other duties as may be assigned within the context of one's individual appointment contract or by one's supervisor.

3.00 OTHER RESPONSIBILITIES

There are other responsibilities and expectations of staff that derive from their employment by the State and the College. These include:

- 3.1 Adherence to all policies and procedures of the College as well as public laws, administrative rules, or other official regulations and directives.
- 3.2 Regular attendance and performance of one's professional responsibilities to the College and consistent with guidelines issued by one's supervisor.
- 3.3 Timely responses to all official communications and requests for information, as well as timeliness in the performance of one's responsibilities to the College and its students
- 3.4 Regular availability to students, colleagues, and other staff.
- 3.5 Maintaining positive and collaborative working relationships within one's unit and, when called upon, across the College

4.00 TEACHING RESPONSIBILITIES

When professional staff members assume teaching responsibilities for credit-bearing courses, teaching will be evaluated as per the Faculty Evaluation Policy, section 6.1.

5.00 SERVICE TO THE COLLEGE AND COMMUNITY

While not a requirement of all staff, the use of one's professional talents in service to the College and to non-College publics, communities, and organizations in a manner that reflects positively on the College and its purposes is always valued.