

6. PRESENTMENT OF POLICIES AND OBJECTIVES

6.1. POLICY 978 – STAFF PERFORMANCE EVALUATION – NEW – FIRST READING

Board approval is requested for the new Staff Performance Evaluation policy. The adoption and implementation of this new policy replaces three existing employee group-specific evaluation policies with a single, comprehensive framework that provides greater consistency and clarity regarding staff performance evaluations and supports the College's 2030 Strategic Plan.

The policy has been reviewed by the College's legal counsel and vetted through CLC's shared governance system, which includes representation from all impacted staff.

The Policy is presented as the First Reading. No action is requested at this time.

6. PRESENTMENT OF POLICIES AND OBJECTIVES

978 STAFF PERFORMANCE EVALUATION

The College of Lake County is committed to recruiting, retaining, recognizing, and developing a qualified workforce to serve our students and community. Performance evaluation and feedback are essential tools for acknowledging achievements, supporting employee development, encouraging meaningful dialogue, fostering accountability and continuous improvement and aligning individual contributions with the College's mission, vision, values, and strategic priorities.

Annual Staff Performance Evaluations and Mid-Year Reviews provide eligible staff and their leaders with structured and documented opportunities to discuss performance, accomplishments, goals, and professional learning, provide two-way feedback, and ensure ongoing alignment between employee performance and institutional goals.

- An Annual Performance Evaluation is a formal and comprehensive assessment of an employee's work performance during the established evaluation period and a discussion of goals and aspirations for the upcoming year. It is completed once each fiscal year.
- A Mid-Year Review is a formal opportunity to discuss progress toward current-year goals, learning and development activities, and other professional aspirations. It is completed once each fiscal year.

This policy applies to all Board-appointed, regular, non-bargaining full-time and part-time staff. Performance evaluation requirements for employees covered by collective bargaining agreements shall be governed by the provisions of their respective agreements.

Adopted: XX/XX/XXXX