

# **PENSACOLA STATE COLLEGE**

## **Instructions for Evaluations for Professional/Managerial, and Executive Level Employees**

### **I. Process:**

The evaluation process used for employees in the Professional/Managerial and Executive categories is conducted on an annual basis. Evaluations for the past year performance must be completed by the immediate supervisor and forwarded to their respective senior level administrator no later than March 31 of each year. Completion of evaluations for this group of employees is mandatory and part of our Institutional Effectiveness calendar.

### **II. Supplement to the Evaluation:**

In accordance with Pensacola State College Policy 6Hx20-4.026, each employee's evaluation will include the process of Professional Development. The form, "Annual Professional Development Plan for all Levels of Employees," must be completed to accompany the Evaluation. Each employee's established plan is used to document their educational goals, activities, workshop/seminar participation, in-service training, college service, and other to complete this process. Supervisors must review the categories with the employee and ensure the plan of professional development and training enhances the job functions as related to performance.

### **III. Approval Signatures:**

Satisfactory evaluations shall be routed to the highest senior administrator level for final signature/approval. These evaluations need not be forwarded to the President. However, any professional development form indicating educational pursuit shall be forwarded to the President. Forms and instructions are available through the Pensacola State College intranet at <http://www.pensacolastate.edu/employeeforms.asp>.