

## Management and Academic Supervisors Evaluation Procedures

In the spirit of transparency and understanding operations, and with the understanding of the value of evaluation processes in providing valuable feedback, we, the College of San Mateo Academic Senate would like to have a list of the cycle of who is up for administrative review and the status of those reviews published and internally available online CSM website.

Per Board Policies No. [5.16 Managers: Evaluation](#) and No. [5.26 Academic Supervisors: Evaluation](#), the purpose of management and academic supervisors evaluations are to:

- a. Recognize excellence.
- b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
- c. Identify areas of performance needing improvement.
- d. Identify areas for general management development training.

In accordance with [Board Policy No. 5.16 Managers: Evaluation](#) that “within a three-year period, each manager will undergo a comprehensive evaluation,” and with the [SMCCCD Procedure for Administrators and Academic Supervisory Performance Evaluation](#) that “new administrators will receive a Comprehensive Evaluation in their first year of employment in the position,” and that “all newly hired or newly promoted management and academic supervisory employees must be evaluated prior to the completion of the first six (6) months of employment,” we request that the college publish a schedule with the status (planned, in progress, complete) of each manager and academic supervisor’s probationary (when applicable) and comprehensive evaluations, and the planned date for the next comprehensive evaluation. No additional information on the membership, contents, or outcome of any evaluation is to be shared outside of the mandates of the current [SMCCCD Procedure for Administrators and Academic Supervisory Performance Evaluation](#).