

Northern Marianas College Procedure



Procedure No.: **5010.7** Procedure Title: **Employee Evaluations**

Issuing Date: 9/25/2013 Adoption Date: 9/30/2013 Effective Date: 9/25/2013 Revised Date: 9/25/2023

Office of Origin: Human Resources Office

Procedure Approval Authority: President

Board Policy No. associated with this procedure: 5010

This Procedure Supersedes/Replaces:

The written steps are necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description The College's staff, faculty, and administrators will be systematically evaluated annually. Supervisors shall evaluate the performance of each of their assigned employees on or before a date established by the Human Resources Office. The Human Resources Office will provide Evaluation Forms, which measure performance based upon measurable objectives including performance of assigned duties and participation in institutional responsibilities and other activities as well as pre-determined strategic objectives and initiatives. This process seeks to assess effectiveness of NMC personnel and encourages improvement.

Areas of Responsibility The Human Resources Office will prepare and provide evaluation forms and tools for use by each employee's supervisor. Each supervisor is responsible to complete evaluations of all employees under supervision, and to review evaluations with subordinates to facilitate timely feedback to employees before the deadline set by the Human Resources Office. The Board of Regents will evaluate the President of the College.

Procedure details The Human Resources Office will provide evaluation forms to all supervisors at least ninety (90) days prior to the employee's contract expires, and will provide instruction to each supervisor. Administrators (President, Vice President, Deans and Directors) receiving such instruction will advise all subordinate supervisors on the proper usage of performance evaluation forms and all deadlines for completion. All evaluations shall be complete and turned in to the Human Resources Office no later than forty-five (45) days prior to the end of the employee's contract expiration. The Human Resources Office will record and retain performance evaluations in each employee's personnel file. Evaluations

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will be used by Human Resources to determine pay adjustments and bonuses in accordance with Procedure 5010.4.