



## **Board Procedure 400.7: Job Descriptions and Performance Management Procedures**

### **Personnel**

IVCCD's performance management system involves a dialogue between the employee and their direct supervisor that is intended to help employees improve the efficiency and effectiveness of their work and assist the District in the accomplishment of its strategic goals and objectives.

Faculty maintains a bi-annual evaluation process, which includes classroom observation, course evaluation review, and documentation sent to Human Resources for the individual's HR file.

The non-faculty performance management process will be conducted annually with documentation provided to Human Resources. The Human Resources department is responsible for monitoring progress and completion of the steps required throughout each non-faculty cycle.

Date of Review: June 11, 2025

Date of Revision: September 13, 2023

Date of Adoption: August 12, 2009

### **Legal Reference**

None

### **Related Administrative Rules and Regulations**

None

### **Revision History**

February 14, 2018; July 9, 2014; March 11, 2009

Formerly Board Procedure 406; Board Policy 404