

Policy Manual



Title: Achievement Appraisals	Number: 6Hx2-3.21
Legal Authority: Fla. Stat §1012.855; Fla. St. Bd. of Ed. Admin. Rules 6A-14.060 (3)	Page: 1 of 4

GENERAL STATEMENT

Broward College recognizes that our team members are one of its greatest assets. Student Success is enhanced by the success of our team members supported through enhanced Achievements and Talent Management processes to:

1. Identify job-related goals in support of college strategic or operational goals.
2. Utilize the Talent Advancement Pathway (TAP) program to assess a team member's potential for advancement and understand the talents available in the workforce.
3. Inform a team member of their progress in the attainment of goals, core competencies, and professional developmental growth.
4. Discuss ways to improve job performance and increase productivity using Check In's which are essential in providing feedback, support professional development and success of the team member.
5. Provide an opportunity for each team member to discuss in a psychological safe environment which creates open and honest feedback as it relates to job interests, core competencies, proficiency or challenges with their team leaders.
6. Provide the College a mechanism to approach pay for performance, if applicable.
7. Support Talent Advancement planning.

THE POLICY and THE STUDENT

This policy provides for retention of highly qualified faculty and staff who and support the College's commitment to student success.

THE POLICY and THE FACULTY and STAFF

Team members shall not be expected to meet performance standards which have not been defined and explained as part of the requirements of their positions. team members are expected to actively participate in this joint process and provide input (for example, self-evaluation and core competency feedback) as deemed necessary. The appraisal rating period shall cover a specific period of time, identify common goals that relate to higher goals of the department, campus, College and shall result in performance expectations that are used as measures for team members performance.

Regular and Temporary Full-Time Team Member Achievement Appraisals.

All full-time regular and temporary unrepresented College team members shall have their annual achievements appraised for the review period of July 1 through June 30 of each year, and have a completed achievement appraisal on file with the college no later than August 31 of each rated year in a process approved by the Vice President, Human Resources, Talent and Culture. (**Achievement Appraisals of represented team members will be consistent with provisions of the applicable collective bargaining agreements.**)

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PTS team members who are out on leave when the annual achievement appraisals are launched, shall be assessed upon their return from leave. If an Annual Achievement Appraisal identifies an overall below performance rating the team leader may, in consultation with Talent and Culture, Employee Relations, create a Performance Improvement Plan (PIP) requiring meetings with the team member on their progress.

Professional Technical Staff are subject to a probationary achievement appraisal.

All full-time regular and temporary Professional Technical Staff team members, new hires, and those who have been promoted or reclassified to a higher position of responsibility, must serve a 120 calendar day probationary period and have their performance reviewed prior to the end of their probationary appraisal period. PTS team members who are promoted to an Administrative position are not required to complete a probationary appraisal, but may be subject to a special assessment. Extensions of a probationary achievement appraisal period may be recommended in consultation with the Vice President of Talent and Culture in collaboration with Employee Relations.

Administrators are not subject to probationary achievement appraisals.

Administrators who are hired during an appraisal rating period are not required to complete a probationary achievement appraisal and are considered to have met minimum performance standards as long as the Administrator is offered another Administrative Annual Contract of Employment for a subsequent contract year.

Professional Technical Staff and Administrators may be subjected to special appraisals.

Team leaders may request a Special Achievement Appraisal during a review year. If a Special Achievement Appraisal identifies an overall below performance rating the team leader may, in consultation with the Talent and Culture, Employee Relations, be subject to a Performance Improvement Plan (PIP).

Evaluation of Faculty.


The requirements and obligations regarding summative reviews for faculty members are in Article 7.50 Annual Faculty Evaluation, of the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida.

Evaluation of Federation of Public Employees.

The requirements and obligations regarding achievement appraisals for the Federation of Public Employee team members are in the FOPE Collective Bargaining Agreement between the Board of Trustees of Broward College and the Federation of Public Employees a Division of the National Federation of Public and Private Employees, AFL-CIO.

IMPLEMENTATION and OVERSIGHT

The Vice President for Talent and Culture has responsibility for the implementation and oversight of this policy. Policy violations would be investigated by the Vice President, Human Resources, Talent and Culture in

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collaboration with Employee Relations and/or designee. In addition, the Vice President, Human Resources, Talent and Culture may grant achievement appraisal extensions to the August 31st completion date on a case-by-case basis. Requests for such extensions shall be in writing and must include a justification to support the requests.

VIOLATIONS OF POLICY

Violations of this policy may result in discipline up to and including termination.

DEFINITIONS


Core Credibility Competencies – Differentiate how the job is performed and the specific behaviors, which are key to the success in the role.

Broward College Full Time Administrators and Professional Technical Staff (PTS) achievement appraisals consists of **five (5) Core Credibility Factors:**

- **Competence** - assesses a team member’s technical, professional, work experience, training, intelligence, and potential for future growth.
- **Character** – assesses a team member’s ability to be ethical, fair, compassionate, and be respectful of others.
- **Composure** – assesses a team member’s ability to gain trust, fosters psychological safety, how well a team member receives contrasting opinions and supports emotional intelligence.
- **Courage** – assesses a team member’s ability to make appropriate decisions based on experience, copes with change and uncertainty, stands by decisions during challenges and has the talent to express concerns or a differing point of view in a professional manner.
- **Care for People** – assesses a team member’s ability on how approachable and available they are with their team members, treats everyone with respect and dignity, shows respect for their colleagues’ contributions and appreciates the talents, skills, and successes they bring to the culture.

Achievement Appraisals - The team member achievement appraisal is used to assess job performance, which may include but are not limited to the following review types: Part Time Faculty, Annual (Administrator, PTS, and Continuing Contract on Track Faculty including Librarians), SMART Goal Setting, Probationary Achievement Appraisals, Special (Administrators and PTS only), and Triennial reviews for Continuing Contract Faculty (including Librarians).

Performance Improvement Plan (PIP) – The team member performance management tool which may be used to coach a team member in improving overall job performance. A team member who does not demonstrate adequate improvement in job performance any time during a PIP may be terminated from employment. All employment terminations must be in consultation with the Vice President of Talent and Culture in collaboration with Employee Relations.

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A Performance Improvement Plan (PIP) may be considered to assist in increasing knowledge, skills and abilities (KSA's), and may be considered on a case by case basis for behavioral challenges such as, but not limited to attendance, punctuality, and insubordination.

Performance Expectation Reminder (PER) - A performance management tool used to establish performance standard(s) or restate a college rule, policy or a directive or a department standard. A PER may be issued to address behavior or increase job performance and is one of the lesser forms of corrective measures available to assist the team member in improving overall performance.

Following a PER, if a deficiency still exists, a Performance Improvement Plan (PIP) may be considered to assist in increasing knowledge, skills and abilities (KSA's), and may, on a case by case basis in consultation with the Vice President, Human Resources, Talent and Culture in collaboration with Employee Relations, be used to correct behavioral challenges such as, but not limited to attendance, punctuality, and insubordination.

Team members who do not demonstrate adequate improvement in job performance may be terminated from employment. All terminations must be determined in consultation with the Vice President, Human Resources, Talent and Culture and Employee Relations.

Team members not meeting minimum performance standards of a PER may not necessarily be entitled to a Performance Improvement Plan (PIP) when termination is recommended for not meeting minimum performance standards of the PER to the Vice President, Human Resources, Talent and Culture in collaboration with Employee Relations.

Proficiency Rating Scale – The range of values given to core performance competencies, and review period SMART goals if applicable during the achievement appraisal process.

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