


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 440.1	
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		Last Revision Date:	09-30-98
Effective Date:			
Section:	Personnel	Subject:	Professional/Administrative Employee Appraisal

PURPOSE

Professional/administrative employee appraisal is a process whereby all full-time professional/administrative employees are evaluated on their performance.

PROCEDURE

1. The Director of Personnel is responsible for implementing the professional/administrative employee appraisal procedure.
2. Professional/administrative employees will be evaluated on the schedule established by the professional/administrative appraisal procedure.
3. The appraisal procedure and required forms are available in the Personnel Office.
4. Any revisions in the appraisal process must be approved by the professional/administrative employee committee established to review the appraisal system.