

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 440.1	
		Page 1 of 1	
		Last Revision Date:	03-24-2022; 10-15-2020; 09-30-1998
		Effective Date:	09-30-1998
		Last Review Date:	03-24-2022
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 Chief Human Resources Officer 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 Human Resources
4. Any revisions in the appraisal process must be approved by the professional/administrative employee committee established to review the appraisal system.