**Assessment Plan: Continuous Appointment Employees**

1) Assessment Plan Elements

a) develop 5 year plan during spring term, the preceding year it is implemented

b) Supports job competence and enhance knowledge in discipline or encourages involvement in college activities.

c) determine goals/activities for professional development and how they will be supported by the supervisor

d) brief annual review of progress in assessment during spring term of each year shall be submitted to supervisor (with administrative response)

e) copy of the plan will be part of assessment that is turned into HR – through administrative channel

2) Student Evaluations

Assessment years – provide student evals of all sections taught to Div. Dean/Supervisor

optional – may provide additional section evaluations from prior years

Non-Assessment years – at least one section per academic year will be made available to the Div. Dean/Supervisor

3) Assessment Conference

The assessment documents are discussed. Documents will be forwarded to the employee file. Elements include:

a) Documented evidence of progress toward completion of goals and objectives. Can include letters of peer support, transcripts, certifications of completion.

b) Management Assessment to be signed by the employee.