


8.A.3

Procedures are in place for the continuous evaluation of the performance and effectiveness of full- and part-time employees, with at least an annual written review and evaluation.

Exhibit 8.A.3.1 — Evaluation of Personnel Policy

 SOUTHWEST TECH SOUTHWEST TECHNICAL COLLEGE	Human Resources: Hiring and Employment <u>Evaluation of Personnel</u> Effective Date: September 12, 2017 Board Approval: September 12, 2017
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1. Purpose

The purpose of the Southwest Technical College (Southwest Tech or the College) Employee Evaluation Policy is to:

- Provide an evaluation procedure which is reasonably fair, consistent and valid;
- Provide for remediation of employees whose performance is inadequate;
- Promote the professional growth of employees;
- Encourage employee behaviors which contribute to customer satisfaction and student progress

2. References

Southwest Technical College Corrective Action and Employee Discipline Policy

3. Policy

The evaluation process shall be conducted in a manner which promotes the concepts of continuous improvement and frequent interaction between employees and their supervisors.

2.1. Frequency of Evaluations

- Frequent informal feedback between supervisors and employees is essential. This feedback should be such that, in most cases, employees should have few, if any, surprises at formal evaluation time.
- Formal evaluations will be conducted at least annually for all full and part-time staff, and full-time and part-time salaried instructors. Part-time and adjunct instructors may also be evaluated.


Source: [Evaluation of Personnel Policy](#)

Exhibit 8.A.3.2 — Annual Performance Evaluation Example (Administrative and Supervisory Personnel)

Annual Performance Evaluation Form		 SOUTHWEST TECH <small>SOUTHWEST TECHNICAL COLLEGE</small>	
EMPLOYEE INFORMATION			
Employee: <u>Cyndie Tracy</u>	Department: <u>Student Services</u>		
Position: <u>Director of Student Affairs</u>	Program: <u>Not Applicable</u>		
Review Period: <u>FY 2024 Year-end</u>	Supervisor: <u>James Mullenaux</u>		
Employee Highlight			
Summary of employee highlights, goal accomplishment, and notable achievements from the year in review.			
Cyndie Tracy is a vital asset to Southwest Tech. She brings a student and people focused energy needed to keep the College progressing.			
RATING			
Highly Effective:	Performance frequently exceeds position requirements.	Highly Effective Meets Expectations Needs Development New / Not Applicable	Comments and Examples
Meets Expectations:	Employee satisfies all essential job requirements; may exceed expectations periodically; likelihood of exceeding expectation.		
Needs Development:	Performance may meet some, but not all, position requirements; it is necessary to correct performance.		
New / Not Applicable:	Employee has not been in position long enough to demonstrate the essential functions of the position or is not applicable to requirements of the position.		
Guiding Principles and Objectives			
In Focus: Is student-focused. Strives for the success of the college and its stakeholders.			
Focused on the College Mission: Southwest Technical College provides education and job skill training through individualized competency-based programs in response to the needs of students, employers and the communities we serve.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cyndie is always mindful of the mission, and thinks about how her decisions affect stakeholders, as well as her stewardship as a Director at the College.	
Student and People Focused: (Responds to meeting the needs of students, employees, and stakeholders; Engages with students, employees and stakeholders and stimulates participation; Encourages inclusion and interaction)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cyndie is always thinking about how her decisions, and proposals from others might affect students and employees.	
All Hands-on Deck: Is "Hands-On" with our educational work.			
Initiative and Flexibility: (Demonstrates initiative, seeks out additional ways to contribute; Identifies problems and presents solutions proactively; Is open to and adapts to change; Seeks and accepts feedback to identify improvement opportunities)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cyndie makes things happen when she sees opportunities for improvement. She also readily accepts and adapts to changes and initiatives introduced by others.	
Reliability and Dependability: (Dependable/reliable attendance habits; Performance is consistent; Manages time and workload effectively to meet responsibilities; Updates College systems, i.e. Northstar, Divvy, BambooHR, etc., in timely manner)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The College can rely on Cyndie to meet her obligations in a timely manner, if not early.	


Source: Additional samples of Administrative & Supervisory Personnel Annual Evaluations are available [here](#). Additional HR files will be available on-site.

Exhibit 8.A.3.3 — Annual Performance Evaluation Example (Full-Time Faculty)

Annual Performance Evaluation Form		 SOUTHWEST TECH <small>SOUTHWEST TECHNICAL COLLEGE</small>			
EMPLOYEE INFORMATION					
Employee:	Candice Cox	Department:	Health Professions & Public Safety		
Position:	Health Professions Faculty	Program:	Medical Assistant		
Review Period:	FY 2024 Year-end	Supervisor:	Dusty Hunter		
Employee Highlight					
Summary of employee highlights, goal accomplishment, and notable achievements from the year in review.					
<p>This year, Candice made significant contributions as a Medical Assistant instructor. She played a crucial role in ensuring that all new FY24 courses were successfully rolled out on schedule.</p> <p>Candice's dedication extended beyond course development. She also helped create a comprehensive tracking system, ensuring student post-enrollment records were accurately maintained throughout the program and externship. Her efforts ensured smooth transitions for students and facilitated better record management.</p> <p>Candice's commitment to excellence and innovation has greatly enhanced our program, contributing to the efficiency of our administrative processes.</p>					
RATING					
Highly Effective:	Performance frequently exceeds position requirements.	Highly Effective Meets Expectations Needs Development New / Not Applicable	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Meets Expectations:	Employee satisfies all essential job requirements; may exceed expectations periodically; likelihood of exceeding expectation.				
Needs Development:	Performance may meet some, but not all, position requirements; it is necessary to correct performance.				
New / Not Applicable:	Employee has not been in position long enough to demonstrate the essential functions of the position or is not applicable to requirements of the position.				
Comments and Examples					
Guiding Principles and Objectives					
In Focus: Is student-focused. Strives for the success of the college and its stakeholders.					
Focused on the College Mission: <i>Southwest Technical College provides education and job skill training through individualized competency-based programs in response to the needs of students, employers and the communities we serve.</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student and People Focused: <i>(Responds to meeting the needs of students, employees, and stakeholders; Engages with students, employees and stakeholders and stimulates participation; Encourages inclusion and interaction)</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Hands-on Deck: Is "Hands-On" with our educational work.					
Initiative and Flexibility: <i>(Demonstrates initiative, seeks out additional ways to contribute; Identifies problems and presents solutions proactively; Is open to and adapts to change; Seeks and accepts feedback to identify improvement opportunities)</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability and Dependability: <i>(Dependable/reliable attendance habits; Performance is consistent; Manages time and workload effectively to meet responsibilities; Updates College systems, i.e. Northstar, Divvy, BambooHR, etc., in timely manner)</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better Together: Communicates and collaborates, is committed to the collective.					
Cooperation and Team-oriented: <i>(Demonstrates respect and contributes to a positive and effective work environment; Establishes effective working relationships to achieve common objectives and goals)</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Source: Additional samples of Full-Time Faculty Evaluations are available [here](#). Additional HR files will be available on-site.

Exhibit 8.A.3.4 — Annual Performance Evaluation Example (Part-Time Faculty)

Annual Performance Evaluation Form		 SOUTHWEST TECH <small>SOUTHWEST TECHNICAL COLLEGE</small>	
EMPLOYEE INFORMATION			
Employee: <u>Dave R Terry</u>	Department: <u>Transportation</u>		
Position: <u>Adjunct Faculty</u>	Program: <u>Professional Truck Driving</u>		
Review Period: <u>FY 2024 Year-end</u>	Supervisor: <u>Wade Esplin</u>		
Employee Highlight			
Summary of employee highlights, goal accomplishment, and notable achievements from the year in review.			
<p>Dave has years of experience working for Southwest Tech and is very effective in training new drivers. Dave plays a big part of the tracking and submission of training documents. We have trained more drivers this year than in years past partly due to Dave's hard work for our program.</p>			
RATING			
Highly Effective:	Performance frequently exceeds position requirements.	Highly Effective Meets Expectations Needs Development New / Not Applicable	Comments and Examples
Meets Expectations:	Employee satisfies all essential job requirements; may exceed expectations periodically; likelihood of exceeding expectation.		
Needs Development:	Performance may meet some, but not all, position requirements; it is necessary to correct performance.		
New / Not Applicable:	Employee has not been in position long enough to demonstrate the essential functions of the position or is not applicable to requirements of the position.		
Guiding Principles and Objectives			
In Focus: Is student-focused. Strives for the success of the college and its stakeholders.			
Focused on the College Mission: <i>Southwest Technical College provides education and job skill training through individualized competency-based programs in response to the needs of students, employers and the communities we serve.</i>		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dave is very good at training individually and in groups. He always keeps the program/college goals and end point in sight.
Student and People Focused: <i>(Responds to meeting the needs of students, employees, and stakeholders; Engages with students, employees and stakeholders and stimulates participation; Encourages inclusion and interaction)</i>		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dave is student focused and is great at working with our OAC members as well. He takes time with individual students and spends time discussing employer needs.
All Hands-on Deck: Is "Hands-On" with our educational work.			
Initiative and Flexibility: <i>(Demonstrates initiative, seeks out additional ways to contribute; Identifies problems and presents solutions proactively; Is open to and adapts to change; Seeks and accepts feedback to identify improvement opportunities)</i>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dave works only part time but is very flexible in his schedule and will to help when needed.
Reliability and Dependability: <i>(Dependable/reliable attendance habits; Performance is consistent; Manages time and workload effectively to meet responsibilities; Updates College systems, i.e. Northstar, Divvy, BambooHR, etc., in timely manner)</i>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dave is reliable and works hard to make our program successful.
Better Together: Communicates and collaborates, is committed to the collective.			
Cooperation and Team-oriented: <i>(Demonstrates respect and contributes to a positive and effective work environment. Establishes effective working relationships to achieve common goals)</i>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dallin has a great sense of humor and is easy to work with. This makes him a great team member and others like working with him.


Source: Additional samples of Part-Time Faculty Annual Evaluations are available [here](#). Additional HR files will be available on-site.

Exhibit 8.A.3.5 — Annual Performance Evaluation Example (Instructional Support Staff)

Annual Performance Evaluation Form		 SOUTHWEST TECH <small>SOUTHWEST TECHNICAL COLLEGE</small>				
EMPLOYEE INFORMATION						
Employee: <u>Cash Gines</u>	Department: <u>Data and Program Services</u>					
Position: <u>Learning Resources and Compliance Associate</u>	Program: <u>Not Applicable</u>					
Review Period: <u>FY 2024 Year-end</u>	Supervisor: <u>Neal Mason</u>					
Employee Highlight						
Summary of employee highlights, goal accomplishment, and notable achievements from the year in review.						
Building, maintaining, and distributing end-of-course surveys and feedback to improve curriculum quality; Automating/streamlining the syllabus project to pipe in data from other spreadsheets; Building out session requests in Northstar for FY25 while noting errors and paying close attention to details others missed; coordinating bookstore inventory processes with finance; and assisting with building exhibits in preparation for COE and ACEN site visits.						
RATING						
Highly Effective:	Performance frequently exceeds position requirements.	Highly Effective Meets Expectations Needs Development New / Not Applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Comments and Examples
Meets Expectations:	Employee satisfies all essential job requirements; may exceed expectations periodically; likelihood of exceeding expectation.					
Needs Development:	Performance may meet some, but not all, position requirements; it is necessary to correct performance.					
New / Not Applicable:	Employee has not been in position long enough to demonstrate the essential functions of the position or is not applicable to requirements of the position.					
Guiding Principles and Objectives						
In Focus: Is student-focused. Strives for the success of the college and its stakeholders.						
Focused on the College Mission: <i>Southwest Technical College provides education and job skill training through individualized competency-based programs in response to the needs of students, employers and the communities we serve.</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash is a welcome addition to the team as he brings technical skills and a detailed eye to solve problems that improve the efficiency of our team to better the student/staff/faculty experience at the College.
Student and People Focused: <i>(Responds to meeting the needs of students, employees, and stakeholders; Engages with students, employees and stakeholders and stimulates participation; Encourages inclusion and interaction)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash brings a very friendly, approachable, and engaged attitude during his interactions with his colleagues. He actively listens, clarifies points of confusion, while accomplishing tasks to help others.
All Hands-on Deck: Is "Hands-On" with our educational work.						
Initiative and Flexibility: <i>(Demonstrates initiative, seeks out additional ways to contribute; Identifies problems and presents solutions proactively; Is open to and adapts to change; Seeks and accepts feedback to identify improvement opportunities)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash's work with the syllabus project to innovate and find ways to improve our processes have been greatly appreciated.
Reliability and Dependability: <i>(Dependable/reliable attendance habits; Performance is consistent; Manages time and workload effectively to meet responsibilities; Updates College systems, i.e. Northstar, Divvy, BambooHR, etc., in timely manner)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cash is a self-starting contributor that takes accountability and responsibility in his work.

Source: Additional samples of Instructional Support Staff Annual Evaluations are available [here](#). Additional HR files will be available on-site.

Exhibit 8.A.3.6 — Annual Performance Evaluation Example (Non-Instructional Support Staff)

Annual Performance Evaluation Form		 SOUTHWEST TECH SOUTHWEST TECHNICAL COLLEGE			
EMPLOYEE INFORMATION					
Employee: <u>Joey Dec</u>	Department: <u>Information Technology (IT)</u>				
Position: <u>Senior IT Specialist</u>	Program: <u>Information Technology</u>				
Review Period: <u>FY 2024 Year-end</u>	Supervisor: <u>Jeff Swift</u>				
Employee Highlight					
Summary of employee highlights, goal accomplishment, and notable achievements from the year in review.					
During the 2023-2024 school year, Joey has completed significant projects and initiatives, including: -complete transition from physical phones to a cloud-based system -new employee onboarding automation script -computer refresh rollout (largest ever to-date) -integration of multiple new systems (Asset Panda, Zoom, GCPW) -hundreds of support tickets, both formal and informal -new guest wireless setup -transition to google SSO across campus					
RATING					
Highly Effective:	Performance frequently exceeds position requirements.	Highly Effective Meets Expectations Needs Development New / Not Applicable			
Meets Expectations:	Employee satisfies all essential job requirements; may exceed expectations periodically; likelihood of exceeding expectation.				
Needs Development:	Performance may meet some, but not all, position requirements; it is necessary to correct performance.				
New / Not Applicable:	Employee has not been in position long enough to demonstrate the essential functions of the position or is not applicable to requirements of the position.				
Comments and Examples					
Guiding Principles and Objectives					
In Focus: Is student-focused. Strives for the success of the college and its stakeholders.					
Focused on the College Mission: <i>Southwest Technical College provides education and job skill training through individualized competency-based programs in response to the needs of students, employers and the communities we serve.</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student and People Focused: <i>(Responds to meeting the needs of students, employees, and stakeholders; Engages with students, employees and stakeholders and stimulates participation; Encourages inclusion and interaction)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Hands-on Deck: Is "Hands-On" with our educational work.					
Initiative and Flexibility: <i>(Demonstrates initiative, seeks out additional ways to contribute; Identifies problems and presents solutions proactively; Is open to and adapts to change; Seeks and accepts feedback to identify improvement opportunities)</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability and Dependability: <i>(Dependable/reliable attendance habits; Performance is consistent; Manages time and workload effectively to meet responsibilities; Updates College systems, i.e. Northstar, Divvy, BambooHR, etc., in timely manner)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joey is the kind of worker who can be trusted with any project and initiative whether normal, urgent, sensitive, or any combination of the three.					

Source: Additional samples of Non-Instructional Support Staff Annual Evaluations are available [here](#). Additional HR files will be available on-site.