

PROPOSED PLAN IN RESPONSE TO  
THE ACCREDITATION TEAM'S RECOMMENDATIONS REGARDING EVALUATIONS

## INTRODUCTION

The Los Angeles Community College District (LACCD) ensures that its resources, programs, and services positively impact and support student learning and achievement. The LACCD is committed to developing an evaluation process that will accurately track and monitor the completion of evaluations for classified and academic employees. In doing so, LACCD complies with Standard III.A.5. which states, *“The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented.”*

## ENHANCED ROLE OF THE HUMAN RESOURCES DIVISION IN THE EVALUATION PROCESS

The Human Resources Division (HRD) is responsible for tracking and monitoring the completion and submission of evaluations for all academic and classified employees of the District. All completed evaluations are stored in the official personnel file located in the Human Resources Division at the Educational Services Center (ESC). In addition, HRD provides training and resource materials to managers and supervisors to ensure the evaluations are conducted in accordance with the provisions stipulated in the collective bargaining agreements, Human Resources Guides, Personnel Commission Rules, and Board Rules.

## PROPOSED IMPROVEMENTS TO THE CURRENT PROCESS

- Improve usability of forms by creating fillable forms with electronic signatures and automated approval process/workflow.

**TIMELINE-** Project subject to prioritization by SAP-IT; HRD has requested top priority status with programming to commence July 2016.

- Implement SAP Performance Management module to assist with tracking and monitoring of evaluation completion rates.

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- Refine existing EASY (evaluation alert system) reports for college administration; completion rates by employee groups and by manager.

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- Change evaluation date for all classified to fiscal year with alerts initiated in May

**TIMELINE-** Project subject to prioritization by SAP-IT; HRD has requested top priority status with programming to commence July 2016.

- Develop resource materials and tailored trainings on performance management for managers and supervisors, in conjunction with the unions and the Personnel Commission.

**TIMELINE-** January 2017

- Change evaluation date for all classified to fiscal year with alerts initiated in May
- Increase accountability with managers and supervisors by adding a staff evaluation completion/compliance rating to their respective evaluation forms; SEIU 721, Teamsters, Classified Managers, VPs, and Sr. Executives.

**TIMELINE-** July 2016 for unrepresented groups; for represented groups, issue will be addressed with the various unions during the next cycle of negotiations.

- Add Student Learning Outcome (SLO) and Service Area Outcome (SAO) language to dean job description, job duty statement, and evaluation form to include measures as set forth in Accrediting Commission for Community and Junior Colleges (ACCCJC) Standard III(A.)(6).

**TIMELINE-** Memorandum of Understanding (MOU) between District and union drafted to address evaluation form; job description and job duty statement will be addressed with the union in the upcoming months.

- Add evaluation review period to faculty evaluation forms.

**TIMELINE-** issue will be addressed with the union during the next cycle of negotiations.

- Develop recommended practice for faculty evaluation schedule.

**TIMELINE-** July 2016

## STAFFING

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- Augment HR staffing by adding a Senior Personnel Assistant to manage Performance Management Module and/or develop access database to track and monitor completion of evaluations.

**TIMELINE-** July 2016