

**EVALUATION TIMELINES –SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ADMINISTRATOR’ ASSOCIATION**

Union	Employee Status	Employee Status	Evaluation Period
SCCDA – Academic <a href="#">Article 15</a>	Initial Evaluations	<ul style="list-style-type: none"> <li>Unit Member is under their initial contract.</li> </ul>	Initial contract evaluations shall be submitted during the following timeframes: <ul style="list-style-type: none"> <li>No later than January 31, or the seventh (7th) month of their contract.</li> <li>The feedback survey shall be conducted in the eleventh (11th) month.</li> </ul>
	Permanent	<ul style="list-style-type: none"> <li>The Unit Member completing their first and second year in an assignment.</li> </ul>	Evaluations shall be submitted during the following timeframes: <ul style="list-style-type: none"> <li>Annually at their twelfth (12) month</li> <li>Twenty fourth (24) month.</li> <li>Thereafter, the evaluation shall be performed every three (3) years.</li> </ul>
	Special Evaluations	<ul style="list-style-type: none"> <li>Unit member can be under initial contract or beyond their first (1<sup>st</sup>) year.</li> </ul>	<ul style="list-style-type: none"> <li>An out-of-sequence evaluation of the Unit Member may be conducted if it is deemed necessary by the evaluating supervisor.</li> </ul>
SCCDA – Classified <a href="#">Article 15</a>	Probationary	<ul style="list-style-type: none"> <li>A Unit member who is serving the probationary period of six (6) months</li> </ul>	Progress evaluations shall be submitted during the following timeframe: <ul style="list-style-type: none"> <li>On or about the end of the third (3rd) month</li> <li>On or about the end of the fifth (5th) month from the date of hire.</li> </ul>
	Permanent	<ul style="list-style-type: none"> <li>Permanent Unit members who have completed their probationary period.</li> </ul>	Evaluations shall be submitted during the following timeframe: <ul style="list-style-type: none"> <li>After the progress evaluation period, a second (2<sup>nd</sup>) year evaluation shall be conducted.</li> <li>Thereafter, the evaluation shall be performed every three (3) years.</li> </ul>
	Promotions	<ul style="list-style-type: none"> <li>An employee who is promoted, shall serve a probationary period of six (6) months.</li> <li>Pursuant to Education Code, Section 88013, a permanent employee who accepts a promotion and fails to complete the probationary period for that promotional classification, shall be employed in the position from which he or she was promoted.</li> </ul>	Progress evaluations shall be submitted during the following timeframe: <ul style="list-style-type: none"> <li>On or about the end of the third (3rd) month</li> <li>On or about the end of the fifth (5th) month from the date of promotion.</li> </ul>
	Special Evaluations	<ul style="list-style-type: none"> <li>May be made on either permanent or probationary status employees.</li> </ul>	<ul style="list-style-type: none"> <li>An out-of-sequence evaluation of the Unit Member may be conducted if it is deemed necessary by the evaluating supervisor.</li> </ul>