

## **Section IV.F.7.09. Administrative Review of Performance Evaluations—Procedures**

These procedures supplement and clarify Section IV.F.7 of the Lone Star College System District Policy Manual (“Policy Manual”) last revised by the Board of Trustees on August 7, 2008—setting out the College’s policies regarding performance evaluations for all College employees other than the Chancellor. The Policy Manual provides a separate performance evaluation process for the Chancellor.

The Policy Manual controls when a conflict arises between it and the procedures below. These procedures were last updated on **December 18, 2017**. The notice and comment period was open to the public online from **November 7, 2017** to **December 7, 2017**.

- 1. Scope of Procedures.** The procedures below are intended to apply to administrative review of performance evaluations for all College employees other than the Chancellor.
- 2. Requesting Administrative Review of a Performance Evaluation.** Any employee may request administrative review of his or her performance evaluation if he or she disagrees with the content of the evaluation or believes that the evaluation was conducted in a manner that violates Policy Manual Section IV.F.7. No one but the employee whose performance was reviewed may request administrative review of a performance evaluation. An employee must request administrative review within 30 working days of the employee’s performance review conference (as required by Policy Manual Sections IV.F.7.04 and IV.F.7.05), unless no performance review conference is held, in which case the employee may request administrative review before the earlier of: (i) 30 working days of whenever the employee first learned of the performance evaluation’s content; and (ii) one year after the performance evaluation was added to the employee’s file. To request administrative review of his or her performance evaluation, an employee must timely submit Form 1 (included in these procedures’ appendix and forms) to the appropriate reviewer. For a first-level review, the appropriate reviewer is the supervisor of the person who completed the employee’s contested performance evaluation. For subsequent levels of review, the appropriate reviewer is the last reviewer’s supervisor. Form 1 must include enough detail to inform the reviewer which statements and ratings in the performance evaluation the employee disagrees with, and the employee should also provide any evidence contradicting those statements and ratings.
- 3. Effective Delivery.** Any document under these procedures may be delivered in person or by emailing the document, delivery receipt requested, to the recipient’s designated College email address. Any deadlines under these procedures may be extended with the reviewer’s and employee’s written consent.
- 4. Investigation and First-Level Review.** After receiving Form 1, the reviewer shall review the performance evaluation and meet with the employee (required) and the employee’s supervisor (if possible) to discuss the performance evaluation. This meeting should take place within ten working days of Form 1’s effective delivery. After the meeting, the reviewer may discuss the employee’s performance with anyone else who would have

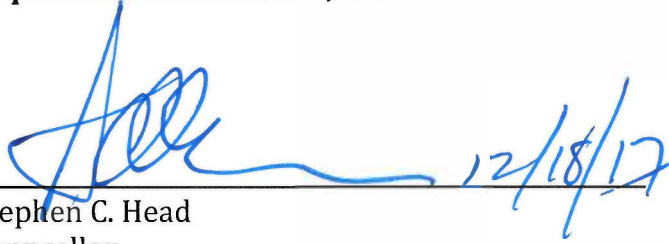
first-hand knowledge of the employee's performance. Within ten working days of the meeting with the employee, the reviewer shall submit Form 2 (included in these procedures' appendix and forms) to Human Resources for inclusion in the employee's personnel file. The reviewer shall include enough detail in Form 2 so that any subsequent reviewer can understand whether the reviewer believes that the employee's performance evaluation should be modified and exactly how it should be modified. At or about the same time the reviewer submits Form 2 to Human Resources, he or she shall also give a copy of Form 2 to the employee and to the employee's supervisor.

**5. Additional Levels of Review.** An employee or the employee's supervisor may request higher level of review if one or both disagree with the contents of Form 2. An employee or supervisor initiates higher level review by submitting another Form 1 to the next higher level of supervisor. A Form 2 submitted to Human Resources by the Chancellor is final.

**6. Standards of Review.** A reviewer shall limit his or her administrative review of a contested performance evaluation to the specific matters listed in Form 1. To the extent possible, the reviewer shall focus on verifying or disproving objective statements in the performance evaluation. Objective statements shall be reviewed on a more-likely-than-not basis, in which a statement is treated as true if it is more likely than not true. Subjective statements in a contested performance evaluation shall be treated as true unless the reviewer decides that the statements are clearly and convincingly false.

**7. Removing Documents from an Employee's Official Personnel File.** Documents may not be removed from an employee's official personnel file. However, an employee may submit additional documentation for inclusion in his or her official personnel file if it is responsive to a document already in that employee's official personnel file.

**Approved: December 18, 2017**

  
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Stephen C. Head  
Chancellor  
Lone Star College

# **APPENDIX & FORMS**



