

PROFESSIONAL STAFF WORKLOAD/EVALUATION WEIGHTS

*Evaluation Forms Can Be Downloaded at
<https://mccc-union.org/day-contract-and-forms/>*

Work Performance - 33.5 Hours - 75% of Evaluation

Form E-7

Job Description
Objectives
Activities/Methods

College Service - 4 Hours - 10% of Evaluation

Advisor to Student Activities, Governance, Committees, Grants, Department Meetings, Program Review and Development, Labor-Management Committees, System-wide Committees.

Advising (may be assigned)

<8	1 hr/wk	8-13	2 hrs/wk
14-19	3 hrs/wk	20-25	4 hrs/wk
26-31	5 hrs/wk	32-37	6 hrs/wk
		38-43	7 hrs/wk

Full-time Professional Staff - Weights

Work Performance	75%
College Service	10%
Personnel File	15%

Frequency of Evaluation

1st Year - February 1 & June 1
2nd - 6th Years - June 1
7th Year with Tenure – No Evaluation During 1st Year of Tenure
Every Third Year Thereafter

Work Assignment

Notice of Preferred Work Assignment Submitted – June 1

Work Assignment Notification – July 1

14 Days Advance Notice of Regular and Ongoing Change in Work Schedule

Summary Evaluation – Form E8

First Appointment – February 1
Thereafter – June 1
7 Work Days to Respond
14 Calendar Days – Post Evaluation Conference & Reasons

Basis for Evaluation

Form E7 - Position Description/Activities Developed

(Objectives - If Appropriate & Mutually)

30 Days from Beginning of Appointment - Thereafter Every July 31

If Additional Substantive and Ongoing Changes, Then E-7 Rewritten Within 30 Days

College Service – Form E5

Student Advisement (If assigned) – E4 Dec. 30 & May 30

TENURED UNIT MEMBERS – Summary Evaluation will be conducted every third year.