

Personnel Appraisal

Board Policy: P-17
Adopted: October 11, 1993
Revised: January 9, 2012

I. General Policy Statement

The primary purpose of the employee performance appraisal system is to assist employees in improving the instructional program for students. The appraisal system is designed to encourage job performance improvement and professional growth which contribute to the effectiveness with which employees carry out their job responsibilities. A second purpose of personnel appraisal is to assist administrators and the Haywood County Board of Education (Board) in making personnel decisions.

II. Regulations

- A. All employees of the Board shall have annual evaluations unless an alternative schedule has been established either through statutes, administrative regulations or for other, legitimate reasons as determined by the Board and Superintendent.
- B. Evaluations for professional staff members and teacher assistants shall be based upon performance standards and criteria as specified in the Job Descriptions and Performance Standards and Criteria for Professional Public School Employees adopted by the State Board of Education.
- C. Evaluations for classified personnel (except teacher assistants) shall be based upon performance standards and appraisal criteria instruments available through the Personnel Office.
- D. The principal or a trained administrator designee shall evaluate licensed personnel and teacher assistants.
- E. The superintendent shall evaluate principals. The superintendent or immediate supervisor shall evaluate central office and system level personnel.
- F. Licensed Teaching Personnel
 - 1. Teacher's performance shall be evaluated using the NC Teacher Evaluation Process which is based on the NC Professional Teaching Standards.
 - 2. Before participating in the evaluation process, all teachers, principals and peer evaluators must complete training on the evaluation process. Within two weeks of a teacher's first day of work in any school year, the principal will provide the teacher with a copy of or directions for obtaining access to a copy of the evaluation rubric, State Board policy and the schedule for completing all the components of the evaluation process.
- G. Employees shall have the right to record written comments regarding their performance appraisal.
- H. Information obtained through appraisals shall be used in making employment decisions, including performance improvement and assistance, career status and suspension, demotion and dismissal of employees.
- I. Data from performance appraisals shall be used in planning staff development activities for individuals and groups in the system.

Legal References: G.S. 115C-47(18), - 286.1, -325, -333