

5.5 – Personnel appointment and evaluation

Institutional, departmental, and individual employee goal setting processes are firmly established at Christendom College. In May or June, the Executive Council of the College updates playbook information and reviews the College mission and Vision. June through August, departments integrate College playbook changes into their own playbooks and begin to think through particular goals relating to them. In this period, supervisors begin meeting with employees about goal setting. Institutional Effectiveness assessment timeframes track the academic year. At this time, the departments finish their assessments for the previous academic year and develop their plans for the new one based on strategic anchors in the department playbooks and the highest-value assessment and improvement opportunities.

September through March the plans are executed, feedback is given in real time and according to set metrics, and adaptations made. In April and May, self-evaluations and formal evaluations are completed in which employee contributions toward IE are considered.

Christendom's Employee Staff Handbook reads:

4. EMPLOYMENT POLICIES

4.1. Job Creation and Description

4.1.1. The College shall develop and maintain a written description of the responsibilities and qualifications for each of its positions. Responsibility for developing these below Vice President shall rest with the Executive Vice President.

4.1.2. The applicable position description shall be discussed with each individual upon hiring, upon any revision of the description, and during any performance review, as both a guide for performance and a means of identifying any needed changes.

4.1.3. Each position description shall be formally reviewed at least once every three years to determine any needs for revision. If you feel that yours might need revision at any other time, you should talk with the Executive Vice President about possible changes.

4.1.4. A copy of each individual's position description shall be kept on file with the Executive Vice President.

4.1.5. When the Executive Vice President decides that a position below Vice President needs to be created, that one needs to be changed in a significant manner, or that one needs to be abolished, the Executive Vice President will create or revise the affected position descriptions in consultation with the President.

4.2. Recruitment and Selection

4.2.1. The College's recruitment and selection activities are conducted to ensure the employment of the best qualified candidates. For many positions at the College, this includes a demonstrated ability and capacity to support, articulate and advance the Roman Catholic mission of the College.

4.2.2. Within the organization, the Executive Vice President must approve all employment decisions below Vice President (including recommendations for hiring, promotion, demotion, and other changes) before any commitments are made or any notification is given to an applicant or a current employee. This approval extends to compensation and working hours.

4.2.3. The College will conduct criminal background checks on job candidates before making any hiring decisions.

4.3. Goals and performance

4.3.1. Job performance is measured by an employee's contribution to the effectiveness of his/her department and the College, commensurate with the employee's job responsibility and authority. This contribution consists in how well the employee meets job requirements as set by the College and accomplishes annual goals as approved by the supervisor. The College recognizes employees who exceed goals, meet difficult job challenges, and display initiative in their contribution to the effectiveness of their department and the College.

4.3.2. Evaluation of your performance will be on going by your supervisor based on your demonstrated accomplishments in relation to your job responsibilities and annual goals. It will also take into consideration your demeanor, record of attendance, and demonstrated willingness to cooperate with colleagues in furthering the College's mission. Should you disagree with any evaluation given, whether written or oral, or feel that any information is incorrect, you are encouraged to discuss your concerns with your supervisor. If this discussion does not meet your expectations, you are entitled to have your written comments added to your personnel file.