



The Academy Evaluation Policy

Pursuing Truth, Wisdom, Excellence

Mission Statement: The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

Purpose

The Academy will develop and implement practices and procedures that require annual performance evaluations of all employees to create and maintain an environment of excellence. The Academy encourages regular feedback and evaluation of employee performance throughout the year. The formal annual evaluation will identify job responsibilities and performance objectives and measure actual performance against identified job duties and expectations.

At-Will Employment

All employees of The Academy are at-will employees, which mean their employment may be terminated by either party, at any time, without cause and without notice, even if the termination is not in strict accordance with The Academy's employment policies. This policy does not create a contractual relationship between any employee and The Academy. Additionally, the guidelines and procedures in this policy do not create due process rights for employees. A favorable evaluation does not imply in any way that the employee has permanent employment with The Academy, nor does it alter the at-will employment relationship.

General

Employee evaluations increase the effectiveness of personnel in fulfilling the mission, vision, values, and goals of the school and, assist personnel in selecting appropriate professional development to encourage professional growth. Employee evaluations are based on written job descriptions that are clearly defined by the supervisor in discussion with the employee. Supervisors shall apply the evaluation process consistently among employees within their respective department. Regardless of the template/format utilized, each evaluation must include the following: an overall rating; comments; and signatures from the employee and, the supervisor who wrote the appraisal and forwarded it to the next higher administrative level for review.

A personnel file will be established to keep all records of employment. Any letters of commendation, performance evaluations, or notices of disciplinary action will be kept in the employee's file. This is a confidential file to which management has access. Employees may review their file upon request, with the exception of documents that must be kept confidential in accordance with law. Completed and fully signed forms will be routed to the employee and to departmental files with the original sent to Human Resources.

Teachers

Written evaluations of Teachers will be performed by an administrator. Course/instructor evaluations are critical to the evaluation process for faculty. They should be used as a learning tool to identify areas of improvement and enhance instruction. Input for evaluations may include, but is not limited to: job performance, accountability to students, and The Academy’s core values. The administrator has the responsibility for evaluating the employee’s job performance throughout the year and holding regular coaching sessions with the employee to discuss ways to improve current job performance. Annually, the supervisor and employee will have a face-to-face meeting to discuss the evaluation, emphasizing strengths and areas needing improvement in job performance.

Nonteaching Staff

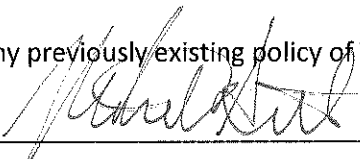
Written evaluations of nonteaching staff will be performed by their immediate supervisor. Input for evaluations may include, but is not limited to: job performance and The Academy’s core values. The employee may make any written comments on the evaluation form prior to signing it. If needed, the supervisor will arrange a follow up meeting with the employee, including the next higher administrative level to resolve differences of opinions that came up during the initial meeting.

Request for Review of Evaluation

An employee who disagrees with the evaluation of his or her supervisor may submit a written request for review by the next higher administrative level. The written request must outline the specific areas of disagreement and the reasons the employee disagrees with the supervisor’s evaluation. The decision of the higher administrative level will be the final decision on the evaluation. The employee’s written disagreement will be included with a copy of the final performance evaluation and placed in the employee’s personnel file.

POLICY HISTORY

This policy supersedes any previously existing policy of The Academy pertaining to the content herein.

Board Chair Signature: 

Date of Adoption: 1/29/2018