

Policy: Appraisals	Number: 615.07
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The professional performance of all Ingram State Technical College employees shall be executed according to the President's specifications. Each Dean, Director, Coordinator, or Manager shall perform an appraisal at least annually on their respective employees. Center/Facility Directors or other supervisors and the Coordinator of Human Resources may also participate in evaluation interviews. Completed forms will be placed in individual personnel files and will become part of the employee's permanent record.

The President shall appraise the performance of the Deans and direct reports at least annually.