

**SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures**  
**SUBJECT: Evaluation Procedures**  
**SOURCE REFERENCE: Chancellor Memorandum #2023-EXE-010 and GSCC Internal Procedure**

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**NUMBER: F/8.5**

To align with ACCS and SACSCOC guidance, evaluation—both summative and formative, is an essential component of the instructional process at Gadsden State and involves faculty, staff, and students. Full-time and part-time faculty are regularly evaluated by both students and supervisors.

Program evaluation, scheduling formats, and other instructional considerations are reviewed as needed to support continuous improvement.

Supervisors will also conduct regular evaluations for non-instructional and support staff to ensure effective performance and service across all areas of the College.

Training procedures and forms are managed by the Human Resources office and can be found on the Gadsden State Human Resources portal. <https://ww5.gadsdenstate.edu/departments/app/HR/pe.html>