

EVALUATION OF PRESIDENT/SUPERINTENDENT

As an annual scheduled activity, the Board will evaluate the performance of the President/Superintendent based on goals and objectives and other appropriate criteria agreed to by the President/Superintendent and the Board of Trustees. The primary purpose of the evaluation will be to effect improvements in the district and college administrative leadership.

The evaluation process will incorporate a 360-degree review in order to provide a comprehensive picture of a multi-faceted role. While judgment is an integral part of evaluation, the process will have performance improvement as its core aim. In order for the process to provide useful feedback, it will be interactive, to the extent possible. It will also occur on an annual calendar that reflects evaluation as an ongoing process. The following outline describes the evaluation process, guidelines for the process, an evaluation calendar, and evaluation instruments.

A sub-committee of the Board conducts the evaluation, and the evaluation is based on several indicators.

Instruments:

1. A survey instrument is used with a variety of individuals including:

- Vice Presidents (6)
- Academic Senate Copresidents (2)
- Administration/Classified Managers/Confidential Staff (4)
- Classified Staff Members (2)
- Other Direct Reports (2)
- Student Government Representative
- Additional faculty nominated by the Academic Senate (up to 5)
- Community members recommended by the President/Superintendent (up to 5)

Where there is a choice of individuals, the sub-committee chooses one individual, and the President/Superintendent chooses the other. Regarding additional faculty and community members, the sub-committee may select from names forwarded, up to ten additional participants.

2. The President/Superintendent prepares a written report of annual activities with specific data to indicate achievement on Board-approved annual goals.
3. The evaluation sub-committee of the Board prepares a written evaluation based on information gathered and holds an evaluation conference with the President/Superintendent followed by a report to the full Board.

The evaluation cycle provides a clear focus for the goals of the following year.

Guidelines:

1. The evaluation shall include a discussion of strengths and weaknesses. Judgments will be based on an objective review of available information.
2. All parties sign the evaluation report when final. The President/Superintendent retains a signed copy and a signed copy will be placed in the President/Superintendent's file.
3. All materials pertaining to the evaluation and the President/Superintendent's file are retained in an "Access by Board Only" file located in the Office of the President/Superintendent.
4. The chair of the evaluation sub-committee will meet with prior year evaluation respondents who may need orientation to criteria meanings.

Annual Evaluation Calendar:

- April Retreat: President/Superintendent provides Board with overview of management activities/accomplishments for the current year. Board gives guidance/direction for upcoming year.
- September Retreat: President/Superintendent's goals are finalized and approved.
- December: Board President appoints evaluation ad hoc committee.
- February: Sub-committee sends out evaluation forms, due back March 15. President/Superintendent prepares written self-evaluation, due March 15.
- Late March: Evaluation ad hoc committee meets with the President/Superintendent and reviews evaluation feedback.
- April: Evaluation ad hoc committee shares results with the full Board.

Reference: Accreditation Standard IV.A

Approved: 9/11/05
Revised: 2/6/06