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| Book | Administrative Procedures |
| Section | Chapter 2 - Board of Trustees |
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The Purpose of the Evaluation Process

Hold the President/Superintendent accountable for the successful operation of the District with regular and constructive consideration of her/his strengths and weaknesses.

Ensure that District policies, procedures, and all applicable laws and regulations—as well as all Accreditation Standards—are upheld and acted upon in a timely and proficient manner through regular reports to the Board of Trustees and the college.

Reaffirm the respective and distinctive roles and responsibilities of the President/Superintendent and the Board.

Ensure that the District's vision and mission are at the core of District-wide integrated planning and initiatives.

Establish a basis for fair and responsible consideration of the President/Superintendent's continued employment with the District.

Recognize achievement as well as to assist an administrator's self-improvement, growth, and increased effectiveness in the performance of his or her duties.

The President/Superintendent Evaluation Process

The President/Superintendent's annual evaluation will include evaluations by all trustees and may include one or more members of each college constituent group as agreed upon by the President/Superintendent and the Board Ad Hoc Committee on the Evaluation of the President/Superintendent. The evaluation criteria will include performance goals and objectives related to the District's commitment to diversity, equity, and inclusion.

During the President/Superintendent's first year, the President/Superintendent and the Board will agree on a timetable for regular closed session evaluations (no less than one evaluation every three months) until the evaluation process begins to follow this administrative procedure's calendar as detailed below. Quarterly closed session discussions regarding the President/Superintendent's progress on goals and objectives may be scheduled for subsequent years, as mutually agreed upon. Nothing in this procedure precludes the Board from abridging the evaluation process and conducting performance evaluations as necessary or desirable, based on organizational exigency or legal developments.

January thru March: The president of the Board appoints three trustees to the Board Ad Hoc Committee on the Evaluation of the President/Superintendent. The chair of the Ad Hoc Committee on the Evaluation of the President/Superintendent, selected at the first Ad Hoc Committee meeting per AP 2220, meets with the previous year's chair to ensure a smooth transition.

The Board Ad Hoc Committee on Evaluation of the President/Superintendent meets with the President/Superintendent to define the evaluation process in greater detail, as necessary, including any survey instruments that will be used to conduct the annual evaluation of the President/Superintendent.

Evaluation methods may include, but are not limited to, surveying college employees and community members, using standardized evaluation instruments, and contracting or consulting with professional groups to administer surveys and feedback. The evaluation shall address, but is not limited to, these criteria:

Performance of duties as outlined in the job description and the contract of the President/Superintendent, as well as progress toward the goals and objectives agreed upon by the Board and the President/Superintendent
Leadership on campus and in the community, communication with the Board, college employees, students, and the communities served by the District.

April: The chair of the Ad Hoc Committee, or a designee, conducts the evaluation in accordance with the process mutually agreed upon between the Ad Hoc Committee and the President/Superintendent, coordinating the distribution and return of survey instruments and ensuring a confidential and fair process. The Executive Assistant to the President tabulates the returned responses.

May: The chair of the Ad Hoc Committee, or a designee, presents all responses with the tabulated results to the Board as a whole at the closed session of the May Board meeting. The Board may elect to seek the clarification of a response. The President/Superintendent is not to have access to or be able to decipher the names of respondents.

June: One week prior to the June meeting, the President/Superintendent submits to the Board a written self-evaluation that includes, but is not limited to, the above evaluation criteria. In addition, this self-evaluation shall contain a "state of the college" report on the key indicators, such as employee morale, enrollment, accreditation, overall functioning and stability of the institution, status of integrated planning, status of strategic plans, etc. The President/Superintendent shall determine the format of the written self-evaluation.

In closed session, the Board and President/Superintendent will review the tabulated results and summary of written response comments from the survey instrument and the written self-evaluation. The President/Superintendent and the Board discuss accomplishments as well as items needing further attention by the President/Superintendent and the Board. The Board may choose to meet without the President/Superintendent present for a portion of the meeting. The President/Superintendent and Board initiate discussions regarding goals, expectations, and objectives for the next evaluation period. The ad hoc committee may review the President's compensation during the evaluation process.

July: One week prior to the July meeting, the President/Superintendent submits to the Board a draft of goals and objectives for the next evaluation period. In closed session, the President/Superintendent and the Board agree on the goals and objectives for her/himself and the District and possible timeframes for meeting them.

August: At the August Board meeting in closed session, the President/Superintendent presents to the Board a report containing the finalized goals and objectives in a format chosen by the President/Superintendent. The Board President presents to the Board a written summary of the Board's evaluation results of the President/Superintendent. The tabulated results and a summary of written response comments will be included as part of the final evaluation document.

Barring objection from the Board and the President/Superintendent, the Board President and the President/Superintendent sign these two documents and place them in the President/Superintendent's file. Any objections should be resolved mutually.

All materials pertaining to the evaluation and the President/Superintendent's file are retained in an "Access Only by Action of Board" file located securely in the Human Resources Office. Only the current Board President may execute this action.

Because all evaluation details except actual changes to the President/Superintendent's contract are confidential, the Board and President/Superintendent shall agree on what, if any, statement is released publicly regarding the President/Superintendent's evaluation and goals and objectives for the next evaluation period.

October: The President/Superintendent and the Board Ad Hoc Committee on the Evaluation of the President/Superintendent review this administrative procedure (AP 2435) for the evaluation of President/Superintendent and make recommendations for the next evaluation period.

Reference: ACCJC Accreditation Standards IV.B. and IV.C.3 (formerly IV.A)