

**A. Purpose**

Employee evaluation has as its primary purpose the improvement of performance. For maximum benefit to both the individual and the district, employee evaluation will be conducted in a positive manner. Evaluation of the superintendent/president will be an ongoing process that uses both formal and informal methods. The process and criteria used will be understood by and mutually acceptable to the Board of Trustees and to the superintendent/president.

**B. Objectives**

1. Assess how well the superintendent/president is fulfilling leadership and management responsibilities.
2. Evaluate accomplishments related to job description and annual goals and objectives.
3. Determine specific improvement goals and objectives for the superintendent/president.
4. Give the superintendent/president support and guidance through constructive information on past performance.
5. Foster effective communication between the board and superintendent/president.

**C. Rating System**

1. Goal/Criteria Exceeded
2. Goal/Criteria Met
3. Goal Criteria Partially Met
4. Goal/Criteria Not Met
5. Unable to Evaluate

#### D. Annual Performance Assessment by the Board of Trustees

The Board of Trustees will assess the superintendent/president annually based on an evaluation instrument. The purpose of this assessment is to assess how well the superintendent/president is fulfilling leadership and management responsibilities, evaluate accomplishments related to the job description and annual goals and objectives, determine specific improvement goals and objectives for the superintendent/president, give the superintendent/president support and guidance through constructive information on past performance, and foster effective communication between the board and superintendent/president.

The board's evaluation instrument consists of the superintendent/president's goals and how to measure success against them. Also included are general criteria such as:

1. Relationship with the board
2. Staff and personnel relationships
3. Community relationships
4. Administration
5. Educational leadership
6. Business and finance
7. Personal qualities

The Board of Trustees has broad flexibility and authority in the process that it uses to evaluate the superintendent/president and among those processes, it can use the following:

#### A. Superintendent/President Performance Evaluation Survey

Annually an evaluation survey of the superintendent/president may be completed by key constituent groups. The survey is based upon performance of duties outlined in the job description of the superintendent/president and upon the goals and objectives developed and reviewed annually by the Board of Trustees and the superintendent/president. The survey shall include but not be limited to:

1. Staff and personnel relationships
2. Community relationships
3. Administration
4. Educational leadership
5. Business and finance

6. Personal qualities
7. Goals and objectives
8. Overall assessment

B. Participation

The evaluators shall include but not be limited to:

1. Academic Senate Council
2. Classified Senate Council
3. Administrative Council
4. Associated Student Government President
5. Student Trustee
6. Employees who directly report to the superintendent/president

C. Activities and Timeline (Note: dates are “target” dates.)

1. Before the start of the process (April), the Board of Trustees and the superintendent/president will hold a closed session to review and evaluation process and modify the assessment/evaluation instrument, if necessary. This is to ensure the process and criteria will be understood by and be mutually acceptable to the Board of Trustees and the superintendent/president.
2. April: The survey is sent electronically to those designated to participate in the constituent evaluation of the superintendent/president.
3. May: The Office of Research, Planning, and Institutional Effectiveness prepares a summary of the constituent survey results and sends it to the Board of Trustees and the superintendent/president.
4. The superintendent/president prepares a self-evaluation and presents it to the Board of Trustees.
5. May: Members of the Board of Trustees individually complete their annual evaluation and send it to the president and vice president of the board. They compile the results and give them to individual board members. Alternatively, the board may ask the board president and/or vice president to complete a single, annual evaluation on behalf of the whole board. This would serve as a summary to be discussed by the whole board as described in item 6 below.
6. May: Individual board member evaluations are discussed by board members in closed session, along with the results of the constituent evaluation survey. The board president and/or vice president write an

evaluation of the superintendent/ president based on this discussion and submit it to the board for approval.

7. June: The board president and/or vice president meet with the superintendent/president to present and review an evaluation and all other pertinent documents.
8. On a regular basis the Board of Trustees and the superintendent/president hold a closed session to assess the annual performance goals for possible modification based on changing conditions and to discuss the performance of the superintendent/president.

D. Record Keeping

All materials pertaining to an evaluation will be retained by the college and will be accessible to the Board of Trustees and the superintendent/president.