

Vice presidents shall have a comprehensive evaluation by the superintendent/president at least every three years or more frequently as required by an employment contract or as considered appropriate by the superintendent/president. The superintendent/president will also review the vice president's annual goals and have regular discussions about progress in meeting them. An evaluation may be completed at any time the superintendent/president considers such an evaluation would be appropriate.

The primary purpose of the performance evaluation process is effective communication between the superintendent/president and the vice president regarding the level of job performance and a mutual understanding of performance requirements and contributions.

Performance evaluations should indicate the areas in which the vice president is performing satisfactorily, where improvement is needed, and where the vice president has made unique and significant contributions to the district. Upon completion of the evaluation, the vice president will be given a written document setting forth the evaluation and will have the opportunity to meet with the superintendent/president to discuss the evaluation. Evaluations are to be completed before November 30. The following forms will be used for the evaluations:

Survey for Administrator Evaluation, electronically whenever possible

Administrator – Self Evaluation

Administrator Evaluation Form

The Department of Human Resources will administer the evaluation process. The list of people to be surveyed for an evaluation shall be discussed between the superintendent/president and the appropriate vice president. The final determination of those to be surveyed rests with the superintendent/president. The evaluation will become a permanent part of the vice president's personnel file to which the vice president may attach any comments that he/she considers appropriate.

For academic administrators, see the Academic Administrator Employee Working Conditions Manual, Chapter VII.