

Note: The Accreditation Standard *requires* districts to establish evaluation procedures.

NEW - GCCCD Procedure

First Reading–3/12/12
Second Reading–4/9/12
Final Reading–5/7/12

AP 7241 Confidential Administrator Evaluation

Reference: ***Accreditation Standard III.A.1.d***

Date Issued:

[Introductory sentence inserted into current GCCCD Confidential Administrator Evaluation process – italicized language]

The Chancellor has established the following evaluation procedures for Confidential Administrators (Vice Presidents, Associate Vice Chancellors, and Confidential Directors). The evaluation process and criteria are based on board policies, the position description, and performance goals and objectives developed jointly by the President/Vice Chancellor and the Confidential Administrator.

Evaluations of Confidential Administrators will be conducted prior to the end of the first year of employment and again every year thereafter. The comprehensive evaluation process will include:

1. A self-assessment review of progress and accomplishments;
2. Feedback questionnaire to allow input from subordinates and colleagues (first year and contract renewal years only); and
3. Supervisor’s appraisal of performance relative to the position description of essential duties and responsibilities including assessment of progress toward performance goals (narrative).

All three components above will be compiled in the supervisor’s summative evaluation. The President/Vice Chancellor will consider all evaluation materials and findings from the various components of the evaluation in recommending contract renewal.

The President/Vice Chancellor will meet with the Confidential Administrator to review the findings compiled in the summative evaluation and discuss goals for the following year. The Confidential Administrator will have ten (10) days following the summative review to attach any comments as appropriate.

Upon completion of the process, the President/Vice Chancellor will forward the supervisor’s summative evaluation including the employee comments (signed by the supervisor and employee) to Employment Services to be placed in the employee’s file.