

AP 7112 College President Evaluation

Reference: **Accreditation Standard IV.B.1.j, IV.B.2, IV.B.3.e.**

Date Issued: February 10, 2009

Overview

The Chancellor delegates to the eCollege pPresident responsibility and authority to implement and administer District and system policies and holds the pPresident responsible for the operation of the colleges.

The Chancellor shall conduct an evaluation of each eCollege pPresident at least annually based on board policies, position description, and requirements set forth in the contract of employment.

Process

Each eCollege pPresident shall be evaluated by the Chancellor at least annually based on the District's fiscal year beginning July 1 and ending June 30. The evaluation process shall include performance goals and objectives developed jointly by the Chancellor and eCollege pPresident. Performance goals and objectives are personal to the administrator, confidential, part of the evaluation process, discussed as a part of the evaluation only in closed session, and are not released to the public.

- No later than June 1 of each year, the Chancellor will provide a Performance [Review Self-Assessment Summary Form](#) to each eCollege pPresident for completion. The eCollege pPresident shall include in the self-evaluation a review of their progress or accomplishments in meeting current year goals and objectives. Upon receipt of the Performance [Review Summary Self-Assessment](#) from the eCollege pPresident, the Chancellor will schedule a performance evaluation meeting with the eCollege pPresident.
- The performance evaluation will be based on the position description, contract, goals and objectives for the current year, employee self-evaluation, and performance evaluation by the Chancellor. The leadership of the faculty and other employees whose circumstances at work will be directly affected by the employment of the pPresident should participate in the evaluation process, including the development of a mechanism/tool to solicit direct feedback. The organizational leadership representatives should include, but not be limited to, the President's Cabinet and Academic Senate [President](#). The results of the feedback will be considered as one component to be discussed during the performance evaluation meeting between the president and the Chancellor.
- Performance factors may include:
 - ♦ Planning, organizing, and executing
 - ♦ Problem solving/decision making
 - ♦ Job knowledge

- ◆ Leadership and development
- ◆ Communication
- ◆ Working relationships
- ◆ Contributions to the advancement of the District and college missions
- ◆ Commitment to the principles of effective collegial consultation

Following the performance evaluation meeting, the Chancellor will complete the Performance ~~Review~~ Review Summary Form, have it routed to the eCollege pPresident for review and signature, and have the completed form provided to the Vice Chancellor Human Resources ~~and Labor Relations~~ to be filed in the eCollege pPresident's personnel file. The ~~Vice-Chancellor's Office Human Resources and Labor Relations~~ will provide a final copy to the eCollege pPresident.

Following completion of the evaluation, ~~T~~he Chancellor will report the results of each eCollege pPresident's evaluation to the Governing Board at its next closed session meeting.