

BP 2435 Evaluation of the President of the College

Reference:

ACCJC Accreditation Standard IV.C.3

The Board shall conduct an evaluation of the President of the College at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President of the College as well as this policy.

The Board shall evaluate the President of the College using an evaluation process developed and jointly agreed to by the Board and the President of the College.

The criteria for evaluation shall be based on board policy, the job description for the President of the College and performance goals and objectives developed in accordance with Board Policy 2430 titled Delegation of Authority to the President of the College.

Guidelines to be used in the review process

1. The President of the College and the Board of Trustees shall mutually agree upon the goals and objectives to be considered for the following year as well as the format of any additional instruments.
2. The review will be at a scheduled time and place, with no other items on the agenda.
3. The Board, as a whole, will meet with the President of the College to discuss the final review.
4. The review shall include a discussion of strengths, weaknesses, and future goals and objectives.
5. The Board will focus its review on those items that have been previously and mutually agreed upon by the Board and the President of the College.
6. All materials pertaining to the review will be retained in an "Access by Board Only" file located in the Office of the President.
7. The final review shall be signed and dated by the President of the Board and the President of the College.

Details for the review process

1. Preparation for the annual review of the President of the College will be completed by May 15 of each year.
2. The review will be based upon a format, which may reflect the requirements of the job description, goals, and objectives of the past year, characteristics, of performance and other elements previously agreed upon. This review shall consider comments from constituent groups of the college community.

Process to Obtain Information for Evaluation of the Superintendent/President

Biannually, members of the Board of Trustees will interview employees holding key leadership positions and a limited number of other employees to obtain first hand impressions about the President's performance in areas of interest to the Board. The following general guidelines will be used:

1. A Board ad-hoc subcommittee consisting of three board members will be appointed to conduct interviews with College personnel. The number of people interviewed will be determined by the Board. Generally, between 10 and 12 people will be interviewed. Individuals serving in key leadership positions of the constituency groups of the College will be interviewed. The key positions are:
 - a. Academic Senate President
 - b. GCFA President
 - c. CSEA President
 - d. One Professional Support staff representative from President's Council
 - e. A member of the confidential/managers/supervisors group

Several other employees will be selected at random to ensure a broad range of employees are provided with an opportunity to meet with members of the Board. Additional employees will be selected at random using the following numbers:

- f. Four faculty members: one each from the counseling department, the library, academic instructional faculty, and technical instructional faculty.
- g. At least one administrator
- h. At least one student
- i. Others at the discretion of the Board

Employees selected for an interview who do not want to meet with members of the Board of Trustees will be excused and another name will be drawn.

2. A questionnaire should be established in advance and reviewed with the President. It is recommended that the questionnaire be considered as a general guide for an open ended discussion covering several areas. Each topic area on the questionnaire should be discussed with each interviewee. Areas that frequently of concern on a college campus include:
 - a. Collaboration – Did the President solicit input and adjust plans based on input received?
 - b. Vision – Is there a sense of the College's long-range objectives?
 - c. Communication – Are you informed about activities occurring that affect the operation of the College?
 - d. Campus Climate/Culture- Do you feel that the working environment allows you to do your best work?
 - e. Unaddressed Problems/Concerns – Identify three areas or concerns that the President should be aware of or seek to make changes to.

- f. Confidence in the Administration of the College – Are you confident that the administration of the college demonstrates sound judgment in providing leadership and direction of the institution?
 3. Information obtained from the interviews is to be considered one source of input. The Board always retains its authority to evaluate the President independently of comments received during the interviews.
 4. Retaliation for comments is a concern that is vocalized with great frequency. Interviewees should be informed that the information will be provided in a summary format to the President. No comments will be attributed to any one individual.
 5. The President will have an opportunity to respond to comments received during the interviews.
3. The final review will take place in closed session with the President of the College.
 4. Annual goals and objectives for the next year will be agreed upon prior to the end of the review process. The President of the Board will schedule progress reviews.

Instructions for the President of the College

As part of the review process, a written summary will be prepared by the President of the College outlining progress made toward previously established goals and objectives.

Instructions for the Board members

1. A quorum of the Board shall orally review the President's written summary described above and other supplementary materials that may be part of the review process.
2. Complete the annual review form by May 15 of each year.