

EVALUATION OF MANAGERS	2065
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To promote professionalism and enhance performance by all managers, the Board of Trustees shall adopt rules and regulations providing for the evaluation of performance of managers in their assigned duties and responsibilities.

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Evaluation of performance for all managers shall include administrative and self-evaluation components. In addition, a faculty component is included for the President/Superintendent, Vice Presidents and Deans. (Reference Academic Senate Faculty Evaluation Component, attached.)

1. President/Superintendent. The evaluation is designed and conducted at the discretion of the Board of Trustees.
2. Vice President/Assistant Superintendents. Implementation of the administrative evaluation process is the responsibility of the President/Superintendent. The final evaluation report will include a written summary by the President/Superintendent after considering a self-evaluation statement, including a report of goal attainment, from the Vice President/Assistant Superintendent, a summary of faculty evaluations provided by the Academic Senate Faculty Evaluation Review Committee and/or staff evaluations. The President/Superintendent will confer with each Vice President/Assistant Superintendent to discuss the results.
3. Deans. Implementation of the administrative evaluation process is the responsibility of the appropriate Vice President. The final evaluation report will include a written summary by the Vice President after considering a self-evaluation statement, including a report of goal attainment, from the Dean, a summary of staff evaluations, and a summary of faculty evaluations provided by the Academic Senate Faculty Evaluation Review Committee, if the dean supervises faculty. The Vice President/Assistant Superintendent will discuss the results with the Dean.
4. Directors (Academic). The administrative evaluation process is the responsibility of the appropriate Vice President/Dean. The final evaluation report will include a written summary by the Vice President/Dean after considering a self-evaluation statement from the Director and input from selected staff and faculty. The self-evaluation will include goal attainment and job description components. The Vice President/Dean will confer with each Director to discuss the results.
5. Directors (Classified). The responsibility for conducting performance evaluations shall be that of the supervising manager or administrator, as appropriate. Written evaluations shall be made on standardized forms provided by the Human Resources Office and shall include a summary by the respective administrator/manager considering input from a self-evaluation statement from the employee and selected staff. The self-evaluation shall include objective measures of goal attainment and job description components. Goals shall be those previously agreed upon between the supervisor and the employee. The administrator/manager shall meet with the employee to discuss the results.

Managers shall be evaluated at least once during their first year of service and at least once in every three-contract years thereafter. A copy of each written evaluation shall be furnished to the employee and the Human Resources Office. In cases of work evaluated at below expectations, the supervisor must advise the employee in writing of: areas needing improvement, what is needed to meet work expectations; and offer to assist the employee. Continued failure of the employee's performance to meet expectations may result in disciplinary action.

(Revised: 3/20/91, 9/1/93, 12/11/96)

ATTACHMENTAcademic Senate Faculty Evaluation Component

Coordination of the faculty evaluations and the Evaluation Review Committee for Deans and Vice Presidents will be the responsibility of the Academic Senate President.

The following chart shows the scope of faculty and other participation in the evaluation:

<u>Administrative Position</u>	<u>Who Participates</u>
Superintendent/President	All Fulltime Faculty
Vice President/Assistant Superintendent, Instruction	All Fulltime Faculty
Vice President/Assistant Superintendent, Administrative Services	Selected Faculty ¹
Vice President/Assistant Superintendent, Student Services	Selected Faculty ¹
Dean of Instruction	All Cluster Faculty
Dean of Student Services	Selected Faculty and Staff ¹

¹Selected by the President/Superintendent in consultation with the Academic Senate President and the administrator involved.

Procedure for Evaluation by the Academic Senate

1. Deans and Vice Presidents

The Faculty Evaluation Review Committee for Deans and Vice Presidents will be composed of the President/Superintendent, the respective Vice President/Assistant Superintendent (if evaluating a Dean) the current Academic Senate President, and two previous Academic Senate Presidents; or one previous president and vice president elect.

Procedures:

- a. The Academic Senate President shall distribute an evaluation form to selected faculty and shall compile a summary of the results.
- b. After compiling a summary for an administrator, the committee shall forward a copy to that administrator.
- c. The summary shall include the number of responses for each item as well as written comments.
- d. The Faculty Evaluation Review Committee shall discuss the summary of the evaluation with the administrator involved and make commendations and recommendations.
- e. A report of the evaluation session shall be written by the Academic Senate President and distributed to the administrator involved and the Faculty Evaluation Review Committee members.

- f. The Faculty Evaluation Review Committee may request from the President/Superintendent, within 45 days of the distribution of the evaluation summary, a report addressing the conclusions of the evaluative session.
- g. The original faculty evaluations, the evaluation summary, and other related reports will be kept in a confidential file in the President/Superintendent's office. All other copies shall be destroyed upon the completion of the evaluation process, which will be determined to be when the administrator and the President/Superintendent sign the formal evaluation document.
- h. The Faculty Evaluation Review Committee shall have access to the previous committee's summary after informing the administrator when a review of the summary is considered necessary.
- i. The proceedings, evaluations, records, and reports as well as the summary of the evaluations shall be held in strict confidence.
- j. The Academic Senate President may appoint a committee or charge the Faculty Evaluation Review Committee to examine the evaluation procedures for possible revisions.
- k. Recommendations for updating the evaluation form and improving evaluation procedures shall be submitted to the Senate Council for review and submission to the President/Superintendent and the Academic Senate President.

(Revised: 3/20/91, 9/1/93, 12/11/96)