

(November 2008)

GUIDELINES FOR POLICY
607.01: EVALUATION OF PERSONNEL

1. President

Definition: For the purposes of this policy, President(s) refers to Interim and Acting President(s), as well as President(s) selected through a full search and appointment process.

1.1. It is the responsibility of the Presidents to submit their evaluation materials and information to the Chancellor on or before November 15th of the year in which the evaluation is due or by such other date as the Chancellor may establish.

1.2. Presidents will provide evaluation materials and information, not to exceed thirty (30) pages including attachments, in such format as may be designated by the Chancellor, which will include but not be limited to the following subjects:

1.2.1. Budget

Budget statistics, including audit information grants and contract development, College Accountability Performance Profile (CAPP) information on percentage spent on instruction and student services.

1.2.2. Fund Raising Initiatives

External funding generated to support the programs and services of the college.

1.2.3. Physical Plant

Condition and upkeep of Physical Plant, including renovations and construction; satisfaction survey reports regarding safety, cleanliness, etc.; and effective use of college facilities to support college and community needs.

1.2.4. Instructional Program

New program development, program improvements, program certification and accreditation status, and CAPP data (i.e., program viability, placement rates, license and certification pass rates, and employer satisfaction survey results).

1.2.5. Student Services

New program initiatives, student achievements, student club and organization achievements, and CAPP data (i.e., student retention and graduation rates).

- 1.2.6. Workforce Development
Institutional performance in training programs for business and industry, new programs and partnerships, and the role of the President in Economic and Workforce Development initiatives at local, state and national levels.
- 1.2.7. Adult Education
Institutional performance in Adult Basic Education, General Educational Development “GED,” and English as a Second Language “ESL” programs.
- 1.2.8. Presidential Involvement
Presidents’ professional/leadership involvement at local, state and national levels, including the President’s professional publications, media activities, honors and awards.
- 1.2.9. Promotion of the College
Excerpts from college publications; achievements of students, employees, and President; and other college and program recognitions (e.g., regional and program accreditation status).
- 1.2.10 Institutional Planning and Management
President’s leadership in developing, implementing and achieving excellence in institutional planning and management (i.e., strategic planning, physical facility planning, and sound, efficient management practices.)
- 1.2.11 Professional Development
The Presidents’ professional development plans and strategies for continuing their professional growth and improvement.
- 1.3 In addition to the materials and information provided by a President for an annual or biennial evaluation, the Chancellor may also acquire additional information by obtaining the services of a third party or other entity.
- 1.4 The Chancellor may appoint an evaluation committee to assist in the evaluation process, consisting of the Vice Chancellors of the Department or their respective designees.
- 1.5 The Chancellor will provide written results to each President evaluated by the end of the Spring Semester (month of May) of the Academic Year in which the evaluation is submitted, or within six months of the date of submission, whichever is later.

- 1.6 The Chancellor may use the results of the evaluation for making recommendations to the Board regarding a President's contract, employment status or compensation.
- 1.7 From time to time the Chancellor may conduct or initiate additional evaluations or reviews of the performance of any President, whether formal or informal, written or oral, and with or without the assistance of others, as the Chancellor may determine.
- 1.8 The policy, guidelines and procedures for the evaluation of Presidents will be reviewed every five years.

2. Faculty and Staff

- 2.1 Each President shall provide a copy of the Faculty and Staff evaluation system required by Policy 607.01(2), and any subsequent amendments, to the Vice Chancellor of Legal and Human Resources, for review and consultation.