



Reference: *ACCJC Accreditation Standards IV.B and IV.C.3*

The Chancellor's evaluation shall be conducted in accordance with Board Policy at least once each year. It is the responsibility of the Chancellor to initiate the evaluation each year. The Board's failure to evaluate the Chancellor shall be of no legal consequence.

The Chancellor's evaluation process is designed to:

- Assess how well the district is fulfilling its mission
- Examine and revise, if necessary, goals for the institution and the Chancellor
- Support the Chancellor by providing constructive feedback on performance
- Develop plans to address issues identified in the evaluation process
- Provide an opportunity for the Board of Trustees to learn how its performance affects the Board of Trustees/Chancellor partnership
- Foster communication between the Board of Trustees and the Chancellor

Outcomes of the Chancellor's evaluation should include:

- Clear expectations and realistic goals
- Strengthened communication
- Clarification of respective and distinctive responsibilities of the Chancellor and Board of Trustees
- Mutual trust, respect, and support between the Chancellor and Board of Trustees
- Renewed confidence in good governance
- A better sense of the district's agenda and the ways to address it

The evaluation instrument shall contain two types of criteria used to evaluate the Chancellor:

- Those derived from the mission, vision, and district goals
 - Institutional effectiveness
 - Annual priorities or performance objectives
- Those which are based on general leadership responsibilities, skills, and characteristics

Process

The evaluation of the Chancellor shall occur between April and June of each year. The process is as follows:

- The evaluation (Appendix A) is provided to Board members for completion prior to the meeting at which the Chancellor shall be evaluated.

- Results from the evaluation are compiled by the Executive Assistant to the Chancellor/Board of Trustees and provided to the Chancellor and Board members prior to the meeting at which the Chancellor shall be evaluated.
- The Chancellor's evaluation shall take place during closed session of a regularly scheduled Board meeting.

Board approval date: 5/22/18

CHANCELLOR'S EVALUATION
July 1, (Year) – June 30, (Year)

Rating Scale

Superior / Above Average / Average / Below Average / Poor / Not Applicable (N/A)

Relationship with Board of Trustees

- Keeps Board members informed on issues, needs, and operations of the district
- Offers professional advice to Board members on items requiring action, with appropriate recommendations based upon study and analysis
- Interprets and executes the intent of Board Policy
- Supports Board Policy and actions to the public and staff
- Maintains liaison between the Board of Trustees and colleges to promote mutual understanding and respect
- Provides the Board of Trustees with an agenda and appropriate supporting documents in advance of each Board meeting
- Treats each member of the Board of Trustees in a professional manner
- Responds effectively to questions from Board members
- Responds to Board member requests in a timely manner
- Seeks and accepts constructive criticism of performance
- Shares good news and bad news with Board members to avoid surprises
- Creates opportunities for professional growth on college and system issues involving accreditation
- Provides opportunities for Board members to become informed on various programs of the colleges and district

Community Relationships

- Has gained the respect and support of the district communities as an individual and educational leader
- Has developed a friendly and cooperative relationship with the news media
- Participates appropriately in community life and affairs within the district
- Works effectively with public and private agencies at local, state and federal levels

Staff and Personnel Relationships

- Develops and executes sound personnel procedures and practices
- Promotes positive staff morale and employee loyalty
- Delegates authority to staff members appropriate to the position each holds
- Recruits and assigns the best available personnel in terms of their competencies.
- Provides for the timely and thorough evaluation of all district employees
- Demonstrates a positive attitude that encourages people to enjoy their work while being highly productive
- Provides for a governance process at the district and campus levels which assures participation from all groups concerning all issues
- Gives public and private recognition of staff for their accomplishments.

- Makes sound decisions under pressure
- Creates opportunities for professional development

Business and Finance

- Understands community college finance
- Provides sound fiscal management for the district
- Is successful in securing additional funding for the district
- Promotes district-wide understanding of community college finance
- Supervises operations, insisting on competent and efficient performance
- Evaluates the financial needs of the district and the educational needs of the campuses and recommends an appropriate strategy to the Board of Trustees

Academic Administration and Planning

- Provides leadership in developing district goals
- Encourages and supports curriculum changes in response to student/community need
- Takes the initiative in planning for the development of district projects
- Conducts the annual evaluations of the college presidents
- Encourages innovation and seeks best practices among staff for recognition

Personal Qualities

- Maintains high ethical standards in all personal and professional matters
- Defends principle and conviction in the face of pressure and partisan influence
- Earns the respect among professional colleagues locally and in the state.
- Devotes the necessary time and energy to do the job right
- Works well with others
- Communicates well in all manners of communication
- Thinks well when faced with an unexpected or disturbing turn of events
- Has the ability to critique his or her work objectively

Chancellor's Goals

Using the rating scale, rate the Chancellor on what has been accomplished.

- Routine tasks
- Problem Solving
- Innovative
- Professional Development

Overall Evaluation of Chancellor's Performance for July 1, (Year) – June 30 (Year) (Please choose one)

- ___ Excellent performance/above expectations
- ___ Satisfactory performance/consistent with expectations
- ___ Unsatisfactory performance/below expectations
- ___ Improvement needed (Provide comments specifying the unsatisfactory areas, including a plan describing the desired outcomes and expectations for improvement.)