

## **EVALUATION OF CLASSIFIED CONTRACT ADMINISTRATORS**

### **Evaluation of the Chancellor**

Evaluation of the Chancellor is to be based upon performance of the duties outlined in the job description of the Chancellor and upon goals and objectives developed and reviewed annually by the Governing Board and the Chancellor. The evaluation criteria shall necessarily include but not be limited to:

- the relative degree of success the Chancellor has made in achieving goals and objectives established;
- the competency the Chancellor has demonstrated in timely completing those duties delegated to the Chancellor; and
- the overall motivation and leadership skills the Chancellor has exhibited

Instruments and timelines used in the Chancellor's evaluation will be reviewed periodically and may be revised by majority action of the Governing Board after discussion with the Chancellor.

Evaluations will be conducted annually, with a comprehensive evaluation conducted during each of the first three years of employment as Chancellor, and biennially thereafter. A comprehensive evaluation includes all the components of the standard evaluation and additionally includes input received via a survey of individuals having knowledge of the Chancellor's performance. The participants in the comprehensive evaluation are detailed below.

Evaluation of the Chancellor will be based upon three factors when a comprehensive evaluation is performed and two factors when a standard evaluation is performed. Those factors and the weighted measurement are the following.

#### Comprehensive evaluation

- progress toward goals and objectives developed using the "targeted position responsibilities to improve" and the "performance goals and objectives" components of the evaluation (40%)
- performance of the duties of the contracted position using the "behavioral skills summary" component of the evaluation (40%)
- survey responses using the "behavioral skills survey" component of the evaluation (20%)

#### Standard evaluation

- progress toward goals and objectives developed using the "targeted position responsibilities to improve" and the "performance goals and objectives" components of the evaluation (50%)
- performance of the duties of the contracted position using the "behavioral skills summary" component of the evaluation (50%)

### **Participation**

Individuals in the following positions shall participate in the comprehensive evaluation process of the Chancellor by completing the behavioral skills survey:

- Members of the Governing Board including the student trustee
- Academic Senate Presidents for each college
- Classified Senate Presidents for each location
- United Faculty President
- Local 1 President
- employees under the direct supervision of the position

- others mutually agreed to by the Chancellor and the Governing Board

### **Activities**

1. In addition to reviewing the job description of the Chancellor, the Chancellor and the Governing Board shall establish the evaluation criteria and objectives for rating the Chancellor's performance annually. While it is contemplated that the evaluation criteria and format be mutually established by the Board and the Chancellor in the course of conferring, the Board reserves its right to unilaterally set reasonable and objective criteria for the evaluation of the Chancellor's performance.
2. The Board President will electronically send an evaluation instrument to those designated to participate in the evaluation of the Chancellor, Board members in years in which a standard evaluation is completed, and participants as noted above in years in which a comprehensive evaluation is completed. The evaluation instrument is to be completed by each designated individual and submitted electronically to the Board President.
3. The Board President shall collect and have summarized all of the evaluation ratings and comments and share the summary with the Board members. The Board President shall accept and consider relevant evaluation data submitted by the Board members prior to finalizing the annual evaluation.
4. The Chancellor will complete a self- evaluation and forward it to the Board President. The self-evaluation is an opportunity for the Chancellor to identify performance strengths, note circumstances that may have affected performance whether positively or negatively, and to inform the Board of particular accomplishments that may not be reflected in other portions of the evaluation.
5. The Board shall consider the evaluation summary with supporting documentation and the self-evaluation prior to meeting with the Chancellor. The evaluation summary will be discussed by the Board and Chancellor.
6. The Board President shall share the finalized evaluation of the Chancellor with the Board. The Board will consider the evaluation before making recommendations regarding the employment contract and/or compensation changes to be effective the following fiscal year.
7. The written evaluation report, contract amendments or compensation changes shall be prepared and signed by the Board President and delivered to the Chancellor.
8. Upon completion of the process, a copy of the signed evaluation shall be sealed and placed in the Chancellor's personnel file for review only by the Board President or the Chancellor.

### **Evaluation of Contract Administrators Other than the Chancellor**

The purpose of evaluation is to assess the contract administrator's performance based on the expectations stated in the job description as well as other goals and objectives developed between the supervising manager and the contract administrator. Providing the contract administrator with a clear sense of direction, acknowledging good performance, and suggesting areas in which performance may be improved shall be the primary goals of evaluation. The ultimate goal is to ensure the efficient operation of the college and District for the benefit of students and employees.

Evaluations will be conducted annually, with a comprehensive evaluation conducted during each of the first four years of employment as a contract administrator, and every third year thereafter. A comprehensive evaluation includes all the components of the standard evaluation and additionally includes input received via a survey of individuals having knowledge of the contract administrator's performance. The participants in the comprehensive evaluation are detailed below.

Evaluations of other contract administrators including Presidents, Vice Chancellors, Associate Vice Chancellors, Chief Facilities Planner and any other contract administrators will be based upon three factors when a comprehensive evaluation is performed and two factors when a standard evaluation is performed. Those factors and the weighted measurement are the following.

**Comprehensive evaluation**

- progress toward goals and objectives developed using the “targeted position responsibilities to improve” and the “performance goals and objectives” components of the evaluation (40%)
- performance of the duties of the contracted position using the “behavioral skills summary” component of the evaluation (40%)
- survey responses using the “behavioral skills survey” component of the evaluation (20%)

**Standard evaluation**

- progress toward goals and objectives developed using the “targeted position responsibilities to improve” and the “performance goals and objectives” components of the evaluation (50%)
- performance of the duties of the contracted position using the “behavioral skills summary” component of the evaluation (50%)

To receive a satisfactory rating an administrator must consistently meet the majority of expectations and may exceed expectations in focused areas. A rating that is not consistently satisfactory would indicate that growth is needed in some areas and that the administrator does not meet expectations. Instruments used in the evaluation will be reviewed periodically and may be revised after discussion with the Chancellor.

**Participation**

Individuals in the following positions shall participate in the comprehensive evaluation process of all contract administrators by completing the behavioral skills survey:

- Chancellor’s Cabinet Members
- Academic Senate President for each college
- Classified Senate President for each location
- United Faculty Vice President
- Local 1 Vice President.
- All employees under the direct supervision of the contract administrator
- In addition, others mutually agreed upon by the contract administrator and supervising administrator.

**Activities and Timeline**

June In addition to reviewing the job description of the contract administrator, the Chancellor or Vice Chancellor, as appropriate, and the contract administrator shall mutually agree upon the annual goals and objectives of the contract administrator for rating the administrator’s performance in the following fiscal year.

March On or before the first day in March in the years in which a comprehensive evaluation is done, an evaluation instrument will be electronically sent to those designated to participate in the evaluation of the contract administrator. The evaluation instrument is to be completed by each designated individual and submitted electronically to the Chancellor or Vice Chancellor, as appropriate, in March of each year.

For academic contract administrators, a faculty liaison will summarize all faculty responses received and provide comments on areas of strength, areas needing to be strengthened, and

recommendations for bringing about improvements. The faculty liaison will be selected by the evaluatee.

The Chancellor or Vice Chancellor, as appropriate, shall collect and have summarized all of the evaluation ratings and comments by the end of March of each year.

April On or before the first day in April, the contract administrator will submit to the Chancellor or Vice Chancellor, as appropriate, an evaluation portfolio containing a self-evaluation, progress toward goals with evidence of the completion of the goals and forward it to the Chancellor or Vice Chancellor, as appropriate

The Chancellor or Vice Chancellor, as appropriate, shall consider the summary of the individual evaluations, the self-evaluation, and the progress toward and completion of goals of the administrator prior to a meeting with the contract administrator in April.

May The Chancellor shall report the results of the finalized evaluation of the contract administrator to the Board in closed session at the May meeting. The Chancellor will consider the evaluation before making recommendations regarding the employment contract and/or compensation changes to be effective the following fiscal year.

June The Chancellor shall bring recommendations for contract amendments and/or compensation changes to the administrator's contract to the June Board meeting for formal approval.

If the contract administrator disagrees with any part of the evaluation rating, the administrator may submit a written response to be attached to the evaluation. The areas of disagreement should be described specifically. The administrator will have ten days after receipt of the evaluation to record disagreement with the rating given.

Upon completion of the process, a copy of the signed evaluation and attachment, if appropriate, shall be sealed and placed in the contract administrator's personnel file for review only by the immediate supervisor or Chancellor.

### **Evaluation Summary**

The evaluation summary form for contract administrators will consist of seven parts:

- Part I Behavioral Skills Summary
- Part II Progress Towards Agreed Upon Goals/Objectives for Current Year
- Part III Organizational Performance Goals/Objectives
- Part IV Self-Evaluation
- Part V Overall Rating for Evaluation Report
- Part VI Supervisor's Recommendation
- Part VII Signatures and Review
- Part VIII Behavioral Skills Survey For Comprehensive evaluation

**Evaluation of All Temporary Contract Administrators**

The evaluation of contract administrators serving in temporary assignments for six months or longer will consist of an informal evaluation at the midpoint of the contract term and a formal evaluation at the end. The immediate supervisor, and others mutually agreed upon between the contract administrator and the immediate supervisor, will provide evaluation input.