SECTION 2
ADMINISTRATIVE EVALUATION

An administrator’s contributions will be measured by how well he/she demonstrates leadership in achieving specific objectives and functions consistent with District policies and District and college goals.

A purpose of the evaluation process will be to assist each individual to grow in effectiveness as a member of the Administrative Team. Evaluations shall reflect a constructive attempt to assess strengths and weaknesses, and to suggest ways in which administrative skills, human relations, and professional knowledge can be enhanced.

An administrator and his or her supervisor will create and agree to annual objectives by which he or she can be evaluated. They will reflect the District's and (for college administrators) college's stated visions and goals, program review and pertinent accreditation recommendations, as well as objectives specific to that administrator's responsibilities as described in his/her job description. The process should follow the following cycle and fiscal year timelines:

- August 1 - Each administrator shall establish his or her annual objectives on or before August 1 each year.
- August 31 - The administrator's supervisor should review the objectives and discuss any suggestions or necessary changes by August 31. Otherwise, it is assumed that the objectives are approved as written.
- December 1 - The administrator shall provide a progress report and review of the annual objectives to his or her supervisor on or before December 1.
- December 31 - The supervisor shall review the progress report and provide feedback to the administrator by December 31.
- July 15 - The administrator shall complete a final report of the annual objectives (Administrative Performance Review: Appendix B) and provide a copy to his or her supervisor on or before July 15.
- July 31 - The administrator's supervisor will review the final report of the objectives and then complete a written final annual evaluation of the administrator by July 31.

At the request of either the administrator or his or her supervisor, an administrative advisory survey (Administrative Performance Survey: Appendix C) of the administrator's working constituents, from a list to be jointly determined, will be conducted by the administrator's supervisor as part of the final evaluation process. Input may be obtained from such surveys to assist the administrator's supervisor to assess the administrator's management style and effectiveness in working with District and/or college staff.

All statements within the evaluation shall pertain to job performance related to the
administrator’s assignment during the period of evaluation and shall be supported by specific examples. Complaints brought against an administrator may not be incorporated into the performance appraisal unless they have been previously discussed with the administrator. Survey results are admissible in an administrator’s evaluation and do not constitute a complaint.

An administrator may respond in writing to the evaluation within two weeks of receiving the evaluation. Recommendations and actions resulting from the evaluation and agreed upon by the administrator and his/her supervisor will be incorporated into the following year’s management objectives, with progress reviews as necessary prior to December 1. A copy of the evaluation will be kept in the administrator’s personnel file.