

BOARD BYLAWS

PALO VERDE COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE

2435

Evaluation of Superintendent/President

Reference: Accreditation Standard IV.B.1

The Board will evaluate the performance of the Superintendent/President based on goals and objectives and other appropriate criteria agreed to by the Superintendent/President and the Board of Trustees. The primary purpose of the evaluation will be to maintain high quality District and college administrative leadership. The evaluation process will be carried out in accordance with the following principles:

- The Superintendent/President and the Board of Trustees shall mutually agree upon the goals and objectives to be considered for the following year as well as the format of any evaluation instruments.
- The annual evaluation shall be scheduled on or before September 30 of each year with a progress review schedule in six (6) months.
- The evaluation will be at a scheduled time and place, with no other items on the agenda.
- The final evaluation will be a composite of the evaluations by individual board members and shall be furnished in advance to the Superintendent/President. The Board, as a whole, will meet with the Superintendent/President to discuss the final evaluation.
- The evaluation shall include a discussion of both strengths and potential areas for improvement.
- The Board will limit its evaluation to those items that appear on the agreed-upon evaluation form.
- The Board will include in the goals and objectives for the next year those items that appear to have merit for future review.
- Each judgment will be based upon an objective review derived from an examination of available information.
- The evaluation will be signed by all parties when final. A signed copy will be retained by the Superintendent/President and a signed copy will be placed in the Superintendent/President's personnel file.
- All materials pertaining to the evaluation and the Superintendent/President's file will be retained in an "Access by Board Only" file located in the Office of the Superintendent/President.

Three (3) months prior to the scheduled evaluation, the Board will initiate the annual evaluation process. The assessment will be based on a mutually agreeable format and criteria, which will

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reflect the goals and objectives of the past year and agreed-upon expectations for Superintendent/President leadership and performance, and other criteria as determined by the Board of Trustees.

An ad hoc committee of the Board may be appointed to develop the format and monitor the process.

A month prior to the evaluation session, the Superintendent/President will meet in closed session with the Board to review information relative to the evaluation criteria. The Superintendent/President may provide a written report pertaining to his or her annual goals and objectives.

Evaluation instruments, if used, will be distributed a month prior to the session, and completed separately by each voting Board member. They will be given to the Board President and committee for processing. The evaluations or a summary will be provided to all Board members to review for discussion in the evaluation session.

If an evaluation instrument is not used, the Board President or committee, in conjunction with the Superintendent/President, will identify the questions and criteria to be used in the evaluation discussion, and provide those to the Superintendent/President and Board members prior to the evaluation.

Mutually agreed-upon goals, priorities, tasks, and/or objectives for the following year will be identified at the close of the annual evaluation process.

11/14/06 Board Information Item