

ADMINISTRATIVE/MANAGEMENT EVALUATION

Academic Administrators
Classified/Management
Confidential Employees

Reference: Accreditation Standard

Philosophy and Policy

The performance of all Palo Verde Community College District administrators/managers shall be evaluated periodically as indicated below. Evaluations shall be thorough, fair, and objective. The evaluation shall be designed to improve the overall operation of the District and to assist the administrator/manager in the growth and development of professional abilities, as well as to identify areas of strengths and weaknesses. This process promotes and supports management and leadership skills.

The evaluation process has been developed to include an on-going communication and dialogue to support and assist the employee to meet their individual goals as well as the District goals and objectives.

Evaluation of performance with recommendations, self-evaluation and goals should cover at a minimum the following areas:

- communication (oral and written)
- leadership
- professional knowledge and expertise
- teamwork and organizational effectiveness
- administrative skills
- achievement of annual goals
- commitment to student success and shared governance

Evaluation Timetable

Evaluations shall be conducted as follows:

- A. New Academic Administrative hires shall be evaluated six months after the start of employment and again at the first anniversary of their hiring. Evaluations after the first year of employment shall be conducted annually and reviewed by the board during January of each year.
- B. Classified/Management and Confidential Employees hires shall be evaluated six months after the start of employment and again at the first anniversary of their hiring. Evaluations after first year of employment shall be conducted annually.
- C. Unscheduled evaluations may be conducted whenever such is determined to be necessary by the Superintendent/President.

Evaluation Process

1. Evaluations of:

- A. Academic Administrators shall be finished by December 20th during the periods when evaluations are due. The Board of Trustees will review evaluations of Academic Administrators at its January meeting each year.
 - B. Classified/Management and Confidential Employees shall be finished by April 1st. The Board of Trustees will consider evaluations for Classified/Management and Confidential Employees at its April meeting each year.
2. Human Resources shall keep a schedule of when evaluations are due and distribute Confidential Employee Performance Review questionnaires to supervisors at least 45 days before their due date.
 3. The supervisor will distribute a survey to:
 - A. All permanent employees supervised by the person to be evaluated. The results of those surveys will be compiled by Human Resources and provided to the Supervisor of the individual being evaluated.
 - B. For the Vice President of Instruction, in addition to item A listed above, Human Resources will randomly select and distribute to a sample of seven to ten faculty members an evaluation survey. The results of those surveys will be compiled by Human Resources and provided to the Superintendent/President.
 4. After reviewing the compiled results of evaluations of the subordinates, the supervisor will complete the Evaluation Report. Subordinate surveys are for use by the supervisor only and will not become a part of the evaluation document. Surveys will be retained until the entire evaluation process has been completed, and then they will be destroyed.
 5. The supervisor and employee will meet to review the Evaluation Report and develop objectives for the next evaluation period. The employee and supervisor will sign the Evaluation Report and attach a copy of the new objectives. Signing the Evaluation Report is simply acknowledgment of receipt and not an endorsement of its contents. The employee may submit a written response to the Evaluation Report which will become part of the evaluation document.
 6. Evaluation materials will be forwarded to Human Resources for inclusion in the Employee's personnel file.

The evaluation forms are attached to this procedure.

AP 7260-1 is not a CCLC AP

08/20/08 College Council Approval
08/26/08 Board First Read
09/23/08 Board Second Read and Approval

**Palo Verde Community College District
Administrative/Management/Confidential Evaluation**

EMPLOYEE NAME:							
EVALUATOR:				EVALUATION DATE:			
		Strongly Agree	Agree	Neutral	Disagree	Strongly	Don't Know -Not Applicable
1.	Encourages people to excel.						
2.	Considers others' opinions or perspectives before making decisions						
3.	Knows how to get things done						
4.	Is a credible leader						
5.	Shows concern for issues that affect others						
6.	Takes initiative to get the job done						
7.	Shows mastery of his or her job content						
8.	Is helpful						
9.	Regularly meets commitments						
10.	Follows through and delivers on his/her commitments						
11.	Leads and motivates staff to accomplish program goals						
12.	Gets tasks accomplished, no matter how difficult						
13.	Is approachable						
14.	Is able to get results						
15.	Sets a good example for the institution						
16.	Ensures that policies and plans are established with others' best interest in mind						
17.	Stays current in his or her field						
18.	Is able to integrate new ideas with current approaches						
19.	Gets along well with others						
20.	Has vision and brings up ideas and possibilities for the future						
21.	Seeks information about the needs of those from whom the position impacts						
22.	Is willing to take on difficult and complex assignments						
23.	Is viewed as an expert in his or her field						
24.	Is easy to work with						
25.	Is able to pull people together to accomplish a common goal						
26.	Considers both internal and external factors when setting priorities						
27.	Demonstrates respect for others						
28.	Advances the College or District's goal and objectives						
29.	Considers both internal and external factors when making decisions						

		Strongly Agree	Agree	Neutral	Disagree	Strongly	Don't Know -Not Applicable
30.	Is aware of other's needs and issues						
31.	Is aware of new approaches and developments in his or her area of expertise						
32.	Is skilled at relating to many different types of people						
33.	Takes into account the whole organization when making decisions						
34.	Is able to motivate people						
35.	Collaborates well with others						
36.	Keeps others' needs in mind when making decisions						
37.	Is sought out for advice and input on his or her area of expertise						
38.	Is viewed as a team player						
39.	Sets high personal and institutional standards						
40.	Has others' best interests in mind						
41.	Listens well						
42.	Is able to analyze objectively a situation and to evaluate the pros and cons of any course of action						

What do you consider to be this employee's greatest strengths?

In what areas do you think this employee could improve?

Recommendations: _____

Contract renewal recommendation: yes no

My signature below is an acknowledgment that I have seen and discussed this evaluation, but does not necessarily imply agreement with the conclusion of the supervisor.

Signature of Employee

Date

Signature of Supervisor

Date

Goals and Objectives for next review period:

The signature below acknowledges that the above goals and objectives for year _____ have been mutually agreed upon by:

Signature of Employee

Date

Signature of Supervisor

Date

**Palo Verde Community College District
Administrative/Management Staff Survey**

Manager:	Survey Due:
Position:	Department:

Please record your response to the survey by marking an “X” in the appropriate box. You are not required to sign the form. If you wish, you may include additional comments on a separate sheet of paper. When you have completed this form, please forward it with any additional information to Human Resources.

Thank you for your assistance.

LEADERSHIP Survey Rating	A Excellent	B Very Good	C Good	D Poor	E N/A
1. Practices effective planning, budgeting and organizing skills.					
2. Demonstrates the ability to facilitate conflict resolutions.					
3. Helps create a climate of support for innovation, new approaches and new ideas.					
4. Keeps abreast of the current issues, methods, policies, and practices related to the assignment.					
5. Anticipates problems/facilitates development of solutions to those problems.					
6. Participates in activities that promote professional growth and development.					
HUMAN RESOURCES Survey Rating	A Excellent	B Very Good	C Good	D Poor	E N/A
7. Demonstrates the ability to motivate staff and colleagues.					
8. Demonstrates effective team-building skills.					
9. Is accessible to others.					
10. Demonstrates the ability to systematically develop the skills of staff and colleagues.					
11. Recognizes staff accomplishments effectively.					
12. Demonstrates the ability to work cooperatively and harmoniously with staff.					
13. Demonstrates a commitment to the diversity of staff and students					
14. Establishes a service orientation to those who are directly affected by the office.					

COMMUNICATION Survey Rating	A Excellent	B Very Good	C Good	D Poor	E N/A
15. Encourages openness and two-way communication.					
16. Demonstrates effective listening skills.					
17. Provides clear direction, expectations and feedback to staff and colleagues as projects/activities progress.					
18. Demonstrates effective verbal and written communications skills.					
19. Develops effective time-lines, meets deadlines, and prepares accurate reports and records appropriate to the operation of the unit. Assists staff, as appropriate, to do the same.					
PERSONAL QUALITIES Survey Rating	A Excellent	B Very Good	C Good	D Poor	E N/A
20. Demonstrates good judgment and common sense in dealing with non-routine or unanticipated situations.					
21. Demonstrates the ability to arrive at sound decisions based on available data.					
22. Produces work products of high quality.					
23. Demonstrates stability in mentally and emotionally stressful situations.					
24. Uses sound management principles resulting in consistent, non-capricious decisions.					
25. Demonstrates effective time-management and priority-setting skills.					
26. Demonstrates an appropriate balance between the operational responsibilities and the innovative responsibilities of current assignment.					

Employment status of respondent (Optional):

- Academic Administrator**
 Classified Management
 Confidential
 Faculty

Other: _____

Comments:
