

**I. General Guidelines**

- A. The President will be evaluated annually. During the first two years of employment, and then at least once every three years, the President will receive an expanded performance evaluation which will include input by administrative management staff, faculty, classified staff, students, and community members. Input by members of the college community will be coordinated by the President's Performance Assessment Feedback Team (described below).
- B. Input by members of the college community will be provided through a survey questionnaire. The questionnaire will address the following performance areas:
- College leadership
  - Faculty, staff, administrative and student relations
  - Budgetary and fiscal management
  - State and community relationships
  - Relationship with the Governing Board (this section will be completed by the Governing Board only)

Appendix A contains a copy of the initial questionnaire. In any given year, the contents of the questionnaire may be modified by mutual agreement of the President and the President's Performance Assessment Feedback Team.

- C. Members of the college community asked to complete the questionnaire will include representatives from administration/management, faculty, classified staff and students. The specific sample group asked to complete the questionnaire will include at least 15 individuals whose selection process will be mutually agreed upon by the President and the President's Performance Assessment Feedback Team.

In addition to those specifically asked to complete a questionnaire, any other member of the college community will be provided an opportunity to complete a questionnaire.

**D. Membership and Role of the President's Performance Assessment Feedback Team (PPAFT)**

**1. Membership**

- a. One administrator selected by that group.
- b. One manager selected by that group.
- c. One faculty member selected by the Faculty Senate.
- d. One classified staff selected by SEIU.
- e. One confidential staff selected by the confidential staff.
- f. One student selected by the Student Senate.

(Note: If possible, the team membership will not change during the first two evaluations of a new president.)

2. The role of the PPAFT will be to plan and conduct the President's assessment survey and provide a summary report to the Governing Board.

- E. Confidentiality will be maintained. Members of the PPAFT will sign an assurance of confidentiality statement. The contents of all documents will remain confidential.
- F. Participation in the President's performance assessment process will not cause any reflection on the participant, nor will it affect his/her future business dealings with the Cabrillo Community College District, his/her employment, compensation or work assignments, or in the case of students, grades, class selection or other matters pertaining to his or her status as a student of the Cabrillo College District.
- G. Summary evaluation and final PPAFT report records will be retained in the President's Office and the Personnel Office. Completed questionnaire forms will be destroyed at the completion of the expanded annual process.

**II. Annual Process and Timetable****Completed by:**

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|--|------------------------------------|
| A. President and Governing Board agree upon personal objectives for the year   | August Board Meeting               |
| B. President and Governing Board meet to review mid-year progress toward objectives.   | March Board Meeting                |
| *C PPAFT formed (initiated by the President)   | February 15                        |
| *D The PPAFT reviews and refines the survey questionnaire in cooperation with the President and determines (in cooperation with the President) who will be asked to complete the questionnaires. These may include specific individuals and/or randomly selected individuals from various campus constituencies (at least 15)  | March 15                           |
| *E The PPAFT distributes questionnaires to designated individuals, and also provides an opportunity for anyone else to complete a survey who wishes to do so (questionnaires will be color-coded to distinguish between those specifically asked to complete a questionnaire and those who volunteered). The PPAT will also arrange to receive all questionnaires, with the exception of those completed by Governing Board members. | April 15                           |
| *F The PPAFT tallies results and arranges for typing of summary report, including all comments received. Questionnaires completed by individuals who were not specifically asked will be tallied and summarized separately.  | May 15                             |
| *G The PPAFT meets with the President to share results in order to obtain Board agenda pertinent clarifications, and prepares mailing and submits a final report to the Chair of the Governing Board and President.  | Prior to June                      |
| H. The President prepares a written self-evaluation to include effectiveness of performance in position (based on the official job description), progress toward personal objectives previously agreed upon with the Governing Board, and professional growth activities.  | Prior to June Board agenda mailing |
| I. Evaluation conference between the President and Governing Board. This conference shall include discussion of overall effectiveness, of performance, progress on annual objectives, PPAFT input (during an expanded evaluation Year), and professional growth activities.  | June Board Meeting                 |
| J. Chair of the Governing Board or other designated Board member prepares written evaluation, to include effectiveness of performance, progress towards objectives, a summary of input provided by the PPAFT (during an expanded evaluation year) professional growth activities, and the identification, if appropriate, of performance areas needing special attention or improvement in   | July Board Meeting                 |

the next year.

K. Chair of the Governing Board provides a verbal summary of the evaluation July Board Meeting reported at the July Governing Board meeting.

\*These steps occur only during an expanded evaluation year.

Adopted: March 6, 1995