Appendix B:  Administrators Professional Development Review

A.  Purpose of Review

Administrators are evaluated on the accomplishment of goals and fulfillment of overall leadership responsibilities consistent with the mission of the institution, the code of ethics, and the responsibilities of the assigned position.

The performance evaluation of administrators is completed within the encompassing perspective of a professional review. The administrator professional review moves beyond attaining measurable objectives to include the evaluation of leadership in such areas as developing vision, attaining new knowledge of the field, communicating goals, and unifying team effort to accomplish goals.

The purpose of the professional development review is to:

1. Gauge the extent to which leadership and management are demonstrated and goals and objectives are met.
2. Recognize excellent performance.
3. Improve performance where necessary.
4. Provide a basis for personnel decision making.

B.  Overview: Annual Performance Evaluation

Administrator professional review is intended to be an on-going process between an administrator and supervising administrator. There is one formal process review completed annually at the end of each fiscal year for each administrator. Completed individual development accomplishments and plans become part of the official personnel file for each administrator.

Annual Review (due in June): Early in the fiscal year, administrators and their supervisors determine goals and establish benchmarks in support of the goals of the Governing Board and the College District. At the end of the year (June), goal accomplishments are evaluated and the results are recorded on the Annual Evaluation Review for Administrators form.

For Executive Administrators, the annual evaluation review and the completion of a Step Progression Plan (SPP) is one process. Executive Administrators will use the applicable form (i.e., Annual Review For Presidents or the Annual Review For Executive Vice Chancellor and Vice Chancellor) to substantiate accomplishment of measurable activities from their approved Administrator Step Progression Plan previously submitted in August.
C. General Review Procedures

1. The administrator and supervisor meet early in the year and as needed thereafter to:
   a. Review the administrator’s position requirements and expectations, goals, and other related matters.
   b. Discuss any supplemental information that may be gathered as part of the review process, including input from others such as peers, staff, or clients. (Human Resources, Employee Relations Office is available to provide assistance.)

2. Review discussions should include areas of performance strength, areas for performance improvement, and opportunities for professional growth and enhancement. The supervising administrator may modify the review as a result of the discussion.

3. The supervising administrator and the reviewed administrator sign the professional review form acknowledging that the review occurred. The signature of the reviewed administrator does not mean acceptance of the content of the review. An administrator who disagrees with the accuracy of the statements on the professional review may submit a written statement to the supervising administrator, which must be attached to the supervisor’s review.

4. The review, with any attachments, is forwarded to the executive administrator for signature and returned to the supervising administrator. For the annual review, the administrator’s goals and the goal accomplishment report, if any, should be attached. The supervising administrator then provides a copy of the signed professional review to the reviewed administrator and sends the completed review to Human Resources by July 15.