

# **41-01 ANNUAL DISTRICT GOVERNING BOARD SELF-EVALUATION— PROCEDURE**

## **1. PURPOSE**

The annual self-evaluation of the District Governing Board provides a systematic method for the District Governing Board to evaluate their performance and determine if the Board is fulfilling its responsibilities. Annual evaluations provide an opportunity for open and honest communication between District Governing Board members.

## **2. PROCEDURE**

1. The District Governing Board (DGB) will conduct a self-evaluation on an annual basis using a tool or instrument of their choosing.
  - a. The Director of Institutional Research will send the DGB the instrument for the self-evaluation in May of each year.
  - b. DGB members will return their completed evaluation forms to the Executive Assistant to the President.
  - c. The Executive Assistant to the President will forward the completed evaluations to the Director of Institutional Research who will prepare a compiled summary evaluation.
  - d. The DGB will review the compiled summary evaluation at their summer retreat.
2. Alternatively, the DGB may elect to contract with an external professional organization or consultant to conduct its annual self-evaluation and prepare a summary evaluation for review by the board at its summer retreat.
3. In either option, it is anticipated that the self-evaluation instrument be in an electronic format.

## **3. BACKGROUND**

1. References: none
2. Revision history: 10/26/2016 (new)
3. Legal review: none
4. Sponsor: District Governing Board

Adopted by District Governing Board: 10/26/2016

**COCONINO COMMUNITY COLLEGE**