

## **42-01 ANNUAL EVALUATION OF THE PRESIDENT—PROCEDURE**

### **1. PURPOSE**

The annual evaluation of the President provides a systematic method for the District Governing Board to evaluate the President and determine if they are fulfilling the requirements of the job. Annual evaluations provide an opportunity for open and honest communication between the President and District Governing Board throughout the evaluation period.

### **2. PROCEDURE**

1. This process uses the presidential evaluation form which was reviewed and approved by both the President and District Governing Board.
2. Part One of the presidential evaluation form calls for the District Governing Board (DGB) and President to collaborate in developing the president's goals at the beginning of each academic year in alignment with the DGB's goals and priorities. Goals will contain specific measurements and timelines and shall be incorporated into the evaluation instrument. The instrument will contain space for DGB members to evaluate and comment on the president's progress in achieving each goal.
3. Part Two of the Presidential evaluation form provides for quantitative and qualitative evaluation of the President in each of the following areas of presidential responsibility: Governance & Communication; Vision & Planning; Financial Management; External Relations; DGB Relations; Modeling CCC Values; and Overall Direction of the College. Each of these seven areas shall be rated by DGB members individually according to the following three-point scale: Improvement Needed, Proficient, or Outstanding. Each of the seven areas evaluated contains a section on the form for "Board Comments" by each DGB member in addition to the quantitative rating.
4. The president shall complete a self-evaluation of their performance using the presidential evaluation form. The president's self-evaluation shall be shared with the DGB prior to each member's preparation of their respective evaluation of the president.
5. Evaluations are completed by each DGB member individually. The DGB chair shall appoint two board members to compile the results into a single report that is shared with the entire board. Alternatively, the board may elect to forward the completed forms to an independent body to prepare a summary analysis for distribution to all DGB members. The DGB shall decide each year which process to adopt for that year.
6. DGB discussion of the president's evaluation occurs during an Executive Session at a regular or special meeting. The DGB develops a final evaluation after discussion during the Executive Session. The board reviews the final evaluation with the president during an Executive Session.

7. Discussion of strategic directions and goals for the president may occur during the DGB's annual retreat; however, the evaluation does not ordinarily occur during the retreat
8. Part Three of the evaluation allows for DGB members to identify areas of exceptional achievement and areas needing additional attention.
9. The timeline for the evaluation will be as follows (unless otherwise decided by the board):
  - a. Summer DGB Retreat – The DGB and President develop the President's goals for the evaluation period.
  - b. Mid-point in the evaluation process - The DGB Chair and President meet to review the President's Goals and make adjustments as needed.
  - c. At the end of the evaluation period:
    - i. The President completes a self-evaluation.
    - ii. The results of the President's self-evaluation are sent to DGB members
    - iii. The President's Evaluation Form is sent to DGB members to complete.
    - iv. The completed forms are compiled into a summary evaluation.
  - d. At a Regular or Special Meeting (outside of the DGB Summer Retreat)– The DGB and President review the summary evaluation.
  - e. DGB members develop a final evaluation.
  - f. The Board reviews the final evaluation with the President.

### **3. BACKGROUND**

1. References: American Association of Community Colleges, Association of Community College Trustees, Aspen Institute College Excellence Program
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**