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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

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**BP 2435 EVALUATION OF THE SUPERINTENDENT/PRESIDENT**

The Board shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

The criteria for evaluation shall be based on Board policy, the Superintendent/ President's job description, and performance goals and objectives developed in accordance with AP 2435 titled Evaluation of the Superintendent/President.

**Reference:** WASC/ACCJC Accreditation Standard IV.C.3

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**Adopted: 10/21/14**

**Reviewed: 9/8/20**

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

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## **AP 2435 EVALUATION OF THE SUPERINTENDENT/PRESIDENT**

### **Basis of Evaluation**

The evaluation of the Superintendent/President will be based on the job description, goals and objectives of the past year, characteristics of performance, and other elements previously agreed upon. The Superintendent/President's contract shall include a provision that he/she/they will be evaluated on an annual basis. As part of the evaluation process, the Superintendent/President and the Board of Trustees shall mutually agree upon the goals and objectives to be considered for the following year. The Board of Trustees will include in the goals and objectives for the following year those items that appear to have merit for future evaluation.

### **Evaluation Process**

The annual evaluation shall be scheduled to coincide with the conclusion of the Superintendent/President's contract year. The evaluation forms will be distributed to the members of the Board of Trustees one month prior to the end of the contract year. The final evaluation will be based upon progress toward goals and objectives, a composite of the evaluation forms completed by individual members of the Board of Trustees, and the Superintendent/President's self-evaluation.

The Board of Trustees, as a whole, will meet with the Superintendent/President to discuss the final evaluation. A copy of the final evaluation shall be furnished to the Superintendent/President prior to that meeting. The evaluation shall include a discussion of both strengths and weaknesses. Each judgment will be based upon an objective review derived from an examination of available information. A final written summary evaluation shall be prepared by the Board of Trustees. A signed copy will be retained by the Superintendent/President and one will be placed in the Superintendent/ President's personnel file.

#### **A. Purpose**

Employee evaluation has as its primary purpose the improvement of performance. For maximum benefit to both the individual and the District, employee evaluation will be conducted in a positive manner. Evaluation of the Superintendent/President will be an ongoing process. The process and criteria used will be understood by

and mutually acceptable to the Board of Trustees and to the Superintendent/President.

## **B. Objectives**

1. Assess how well the Superintendent/President is fulfilling leadership and management responsibilities.
2. Evaluate accomplishments related to job description and annual goals and objectives.
3. Determine specific improvement goals and objectives for the Superintendent/President.
4. Give the Superintendent/President support and guidance through constructive information on past performance.
5. Foster effective communication between the Board and Superintendent/President.

## **C. Rating System**

Quantifiable grading system

**Reference:** WASC/ACCJC Accreditation Standard IV.C.3

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**Approved: 8/19/14**  
**Reviewed: 1/14/20**

**Revised: 12/15/20**