

AP 2435 Evaluation of the President

References:

NWCCU Standard 2.A.7

ORS 192.660(2)(i) (Allows evaluation to occur in Executive Session)

The Board using the following procedure conducts an annual evaluation of the President's performance:

1. All Board members participate in conducting the evaluation process.
2. A committee of three Board members to lead the evaluation process is identified at the regularly scheduled Board meeting in September.
 - a. The committee discusses the format of the planned evaluation process. The committee will bring recommendations on the level of evaluation process to be used to the full Board. It may not be necessary to use a full 360-degree process every year. If, a modified version of the 360-degree process is being recommended, the committee will delineate the parameters of the evaluation process in their presentation to the Board.
 - b. Questions for the performance evaluation are drafted by the committee using the President's job description, performance goals and objectives, the College's mission, vision and core values, delegated authority and other criteria agreed upon by the Board and the President.
 - c. The committee presents the suggested evaluation process and a draft of potential evaluation questions for discussion, deliberation, and approval by the full Board at the regularly scheduled Board meeting in October.
 - d. A 360-degree evaluation process may be used, with input obtained from both internal and external stakeholders.

Internal Stakeholders include:

- Administrative personnel who report directly to the President
- Representative(s) of all employee groups, including Service and Supervisory and exempt employees, full-time contracted faculty, adjunct (part-time) faculty/instructors), and classified employees. The representative(s) are selected by their group or bargaining unit.

External Stakeholders may include:

- Administrators of secondary school districts within the College District
- Local Businesses/employers from key sectors throughout the communities

- Non-profit organizations connected to or impacted by the College, from throughout the College district (i.e. CEDR)
 - Government entities both local and state level who work with, support, or advice the College
 - Organizations such as Rotary and Kiwanis Clubs, Chambers of Commerce, etc.
3. The Board discusses the recommendations from the committee and finalizes the evaluation plan and approves the questions to be used.
 4. Board members share the task of conducting interviews. Responses to the interviews may be obtained in person, by phone or electronic device. Responses to the approved questions are given to the committee by each interviewer.

Note: While confidentiality of individual responses is ideally maintained, it cannot be guaranteed. The person being interviewed should be told this before beginning questioning, and that a follow-up interview may, on rare occasion, be necessary.
 5. The evaluation committee compiles responses and a summary report prepared along with a draft evaluative letter for presentation to the President and full Board in Executive Session unless the President requests an open session. The President will come prepared with a self-evaluation and all materials will be reviewed and discussed. The Board and President will review and discuss the strengths and weaknesses of the evaluation process. This executive session should ideally be scheduled in December ahead of the regularly scheduled Board meeting.
 6. The Board Chair (or designee) will summarize the results of the evaluation in a formal letter he/she will prepare for presentation at the regularly scheduled December Board meeting. The Board will discuss the letter and revise (if necessary) in open session. Following Board approval, the letter is signed by the Board Chair and placed in the President's personnel file.
 7. Any recommendations to the budgeting process are recorded in the minutes (record) and passed on to the Vice President of Finance and Operations.

Approved: November 13, 2018