

AP 2435 Evaluation of the President

References:

NWCCU Standard 2.A.7

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

Using the following procedure, the Board 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 annual Board meeting in July.
 - a. The evaluation process shall focus on providing continuing feedback for the President related to:
 - i. The President's job description, performance goals and objectives
 - ii. The College's mission, vision and core values, including its commitment to diversity, equity, and inclusion.
 - iii. The President's delegated authority and other criteria agreed upon by the Board and the President.
 - iv. The evaluation criteria will include the President's performance goals
 - v. Identified goals for the College.
 - b. The committee shall discuss the format of the planned evaluation process and bring recommendations on the evaluation process to be used to the full Board.
 - i. Either a basic evaluation focused on Board member feedback for the President or a 360° evaluation may be used.
 - a) If a 360-degree evaluation process is recommended, input may be obtained from both internal and external stakeholders.
 - b) 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
 - c) 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 advise the College
 - Organizations such as Rotary and Kiwanis Clubs, Chambers of Commerce, etc.
- ii. The committee will delineate recommended parameters of the evaluation process in their presentation to the Board
 - iii. The committee presents a draft of potential evaluation questions for discussion, deliberation, and approval by the full Board
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.
 6. The Board Chair (or designee) will summarize the results of the evaluation in a formal letter he/she will prepare for presentation in open session at a regularly scheduled Board meeting. Following Board approval, the letter is signed by the Board Chair and placed in the President's personnel file.
 - a. The Board and the President may discuss the letter and revise (if necessary) in executive session prior to the scheduled Board meeting.
 7. The Board believes that the evaluation process should be year-round with ongoing communication and feedback between the Board and the President. The table below provides guidelines for achievement of milestones in the annual evaluation process.

Task / Milestone	Deadline	Notes
Identify Evaluation Committee members	Annual meeting (July)	
Identify performance goals in collaboration with the President	Annual retreat (August)	

Task / Milestone	Deadline	Notes
Board approval of recommended process and questions	November / December	
Data collection & analysis	January – March	
Draft summary analysis presented to Board & President	No later than April Board Meeting	Necessary for budgeting process
Finalize evaluation & salary recommendation	No later than May Board Meeting	
Formal Board approval and presentation of summary letter to public	No later than June Board Meeting	

Any recommendations to the budgeting process are recorded in the minutes (record) and passed on to the Vice President of Finance and Operations.

END OF PROCEDURE

Board Adoption Date:
Last Revised:

June 14, 2022
June 14, 2022