



Procedure 42-01 Annual Evaluation of the President

Sponsor: District Governing Board

Purpose

The annual evaluation of the President ensures that the District Governing Board (DGB) fulfills its responsibility to assess presidential performance. This process supports accountability, encourages open communication, and helps align the President's work with institutional goals.

Procedure

The annual evaluation process includes:

- Agreement on evaluation tools
- Mid-year assessment
- Presidential self-evaluation
- Individual board member evaluations
- A collective board discussion and final evaluation
- Documentation in the President's personnel file

Evaluation Tool

Each year, the DGB and the President will agree on the evaluation instrument to be used. This tool may be updated as needed and should ideally be finalized no later than the start of the evaluation period.

Additionally, in consultation with the full board, the Board Chair (or designee) will conduct a mid-year assessment of the President. The assessment shall occur approximately 6 months into the evaluation period and memorialized in the President's personnel file in a form to be determined at the discretion of the DGB.

President's Self-Evaluation

1. The President will submit a written self-evaluation covering the agreed-upon goals and performance metrics for the given evaluation period.
2. This self-evaluation will be provided to all DGB members before they complete their individual evaluations.

Individual Board Member Evaluations

1. Each DGB member will complete an individual evaluation of the President using the agreed-upon tool.
2. The DGB may choose to engage an independent third party to collect, compile, and summarize the individual responses.

Executive Session and Final Evaluation

1. The DGB will review the compiled evaluations and discuss the President's performance during an Executive Session at a Regular or Special Meeting.
2. After the discussion, the DGB will agree upon a final written evaluation.

3. The final evaluation will be reviewed with the President in Executive Session and then placed in the President's personnel file.

Timeline and Annual Cycle

Timeframe	Action
Summer DGB Retreat	President and DGB jointly set goals and confirm the evaluation process/tool for the coming year/evaluation period
End of Fall Term	Mid-Year Assessment
End of Spring Term	President submits self-evaluation
	DGB members receive the President's self-evaluation and a blank evaluation form
	DGB members complete evaluations individually
	Evaluations are compiled into a summary report
Summer DGB Retreat	DGB reviews compiled results in Executive Session
	Final evaluation is developed and shared with the President
	Final evaluation is placed in the President's personnel file
	President and DGB jointly set goals and confirm the evaluation tool for the next year/evaluation period

Additional Steps

1. The Board Chair (or designee) shall ensure that all steps are completed on schedule.
2. All evaluation materials are confidential and used solely for performance assessment purposes.
3. Modifications to the process must be approved by the DGB prior to the beginning of the evaluation cycle.

References

Policy 42-00 Annual Evaluation of the President
American Association of Community Colleges, Association of Community College Trustees, Aspen Institute College Excellence Program

Procedure History

10/26/2016 New and Approved by the District Governing Board
04/16/2025 Revised and Approved by District Governing Board
07/02/2025 Revised Sponsor from Office of the President and DGB to District Governing Board

Legal Review

None