

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ANNUAL ADMINISTRATOR PERFORMANCE EVALUATION TIMELINE/CHECKLIST

Evaluation Period: January 1 to December 31

Planned Completion Dates	Activity	Completed	
		Yes	No
By first week in January	Office of Human Resources distributes updated schedule of Annual and Comprehensive Administrator Performance Evaluations to all District/College Administrators, Chief Executive Officers/Senior Administrators, and Chancellor.		
By January 15	Evaluatee completes Form A—Annual Goals, Objectives, and Target Dates for Completion. (Form A to the Evaluator at least one week prior to the Initial Planning Session.)		
	Evaluator schedules Initial Planning Session.		
By first week of February	Conduct Initial Planning Session.		
	Evaluator and Evaluatee utilize Annual Administrator Performance Evaluation Checklist to confirm all planned completion dates.		
	The Evaluator and Evaluatee review Form C—Administrator Performance Appraisal Summary, from the most recent evaluation.		
By mid to late February	Evaluatee makes changes, as needed, and submits final goals and objectives on Form A—Goals, Objectives, and Target Dates for Completion to Evaluator within two weeks of the Initial Planning Session. Evaluator and Evaluatee sign and date Form A.		
October/November	Evaluator schedules Summary Conference to be held in December.		
	Evaluatee submits final Form B—Goals and Objectives Outcomes Report at least two weeks prior to Summary Conference Session.		
December	Conduct Summary Conference Session - to review and discuss Annual Administrator Performance Evaluation results. Evaluatee and Evaluator sign and date Form C—Administrator Performance Appraisal Summary.		
	Within 5 days, evaluator forwards complete packet of evaluation materials (with response if provided) to Chief Executive Officer/Senior Administrator for review and signature. If contract is ending, a memorandum stating whether the Chief Executive Officer/Senior Administrator recommends renewal or non renewal must be attached.		
Due January 10	Chief Executive Officer/Senior Administrator forwards evaluation materials to Chancellor for review and signature.		
Mid to Late January	Evaluation materials are forwarded from the Chancellor to the Office of Human Resource Services and filed in Evaluatee's personnel file. Appropriate action is taken regarding contract renewal or non renewal.		
February Board Meeting	Board action for contract renewals or non renewals.		

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

COMPREHENSIVE ADMINISTRATOR PERFORMANCE EVALUATION TIMELINE/CHECKLIST

Evaluation Period: January 1 to December 31

Planned Completion Dates	Activity	Completed	
		Yes	No
By first week in January	Office of Human Resource Services distributes updated schedule of Annual and Comprehensive Administrator Performance Evaluations to all District/College Administrators, Chief Executive Officers/Senior Administrators, and Chancellor.		
By January 15	Evaluatee completes Form A—Annual Goals, Objectives, and Target Dates for Completion. (Form A to the Evaluator at least one week prior to the Initial Planning Session.)		
	Evaluator schedules Initial Planning Session.		
By first week in February	Conduct Initial Planning Session		
	Evaluator and Evaluatee utilize Comprehensive Administrator Performance Evaluation Checklist to confirm all planned completion dates.		
	The Evaluator and Evaluatee review Form C—Administrator Performance Appraisal Summary, from the most recent evaluation.		
	Evaluator and Evaluatee identify and come to agreement on participants for Multi-rater Feedback Assessment Survey.		
By mid to late February	Evaluatee makes changes, as needed, and submits final goals and objectives on Form A—Goals, Objectives, and Target Dates for Completion to Evaluator within two weeks of the Initial Planning Session. Evaluator and Evaluatee sign and date Form A.		
By first week in August	Names of faculty, classified staff, administrators, and clients selected to participate to be provided to KH Consulting. Contact HR for details.		
September	Multi-rater Feedback Assessment distributed to selected participants by KH Consulting.		

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

COMPREHENSIVE ADMINISTRATOR PERFORMANCE EVALUATION TIMELINE/CHECKLIST

Evaluation Period: January 1 to December 31

Planned Completion Dates	Activity	Completed	
		Yes	No
October/November	Evaluator schedules Summary Conference to be held in December		
	Multi-rater Feedback Assessment Survey results are compiled by KH Consulting and forwarded to the Evaluator .		
	The Evaluatee meets with Evaluator to provide a copy of the compiled results and to interpret and discuss feedback information.		
	Evaluatee submits final Form B—Goals and Objectives Outcomes Report and Form D-Administrator Self Assessment Report and submits to the Evaluator at least two weeks prior to Summary Conference Session.		
	Evaluator completes Form C- Administrator Performance Appraisal Summary using Form B- Goals and Objectives Outcomes Report, Multi-rater Survey Results, and Form D-Administrator Self-Assessment Report.		
December	Conduct Summary Conference Session - to review and discuss Annual Administrator Performance Evaluation results. Evaluatee and Evaluator sign and date Form C—Administrator Performance Appraisal Summary.		
	Within five days, evaluator forwards complete packet of evaluation materials (with response if provided) to Chief Executive Officer/Senior Administrator for review and signature. If contract is ending, a memorandum stating whether the Chief Executive Officer/Senior Administrator recommends renewal or non renewal must be attached.		
Due January 10	Chief Executive Officer/Senior Administrator forwards evaluation materials to Chancellor for review and signature.		
Mid to Late January	Evaluation materials are forwarded from the Chancellor to the Office of Human Resource Services and filed in Evaluatee’s personnel file. Appropriate action is taken regarding contract renewal or non renewal.		
February Board Meeting	Board action for contract renewals or non renewals.		

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ANNUAL ADMINISTRATOR PERFORMANCE EVALUATION TIMELINE/CHECKLIST

Evaluation Period: Hire Date to December 31, 2009

For New Administrators with initial contract through June 30, 2010

Planned Completion Dates	Activity	Completed	
		Yes	No
Within first two months of hire date	Evaluatee completes Form A—Annual Goals, Objectives, and Target Dates for Completion. (Form A to the Evaluator at least one week prior to the Initial Planning Session).		
Within the third month of hire date	Conduct Initial Planning Session.		
	Evaluator and Evaluatee utilize Annual Administrator Performance Evaluation Checklist to confirm all planned completion dates.		
	The Evaluator and Evaluatee review Form C—Administrator Performance Appraisal Summary.		
	Evaluatee makes changes, as needed, and submits final goals and objectives on Form A—Goals, Objectives, and Target Dates for Completion to Evaluator within two weeks of the Initial Planning Session. Evaluator and Evaluatee sign and date Form A.		
October/November	Evaluator schedules Summary Conference to be held in December.		
	Evaluatee submits final Form B—Goals and Objectives Outcomes Report at least two weeks prior to Summary Conference Session.		
December	Conduct Summary Conference Session - to review and discuss Annual Administrator Performance Evaluation results. Evaluatee and Evaluator sign and date Form C—Administrator Performance Appraisal Summary.		
	Within five days, evaluator forwards complete packet of evaluation materials (with response if provided) to Chief Executive Officer/Senior Administrator for review and signature. If contract is ending, a memorandum stating whether the Chief Executive Officer/Senior Administrator recommends renewal or non renewal must be attached.		
Due January 10	Chief Executive Officer/Senior Administrator forwards evaluation materials to Chancellor for review and signature.		
Mid to Late January	Evaluation materials are forwarded from the Chancellor to the Office of Human Resource Services and filed in Evaluatee's personnel file. Appropriate action is taken regarding contract renewal or non renewal.		
February Board Meeting	Board action for contract renewals or non renewals.		