

**Chabot-Las Positas
Community College
District**

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Administrator Performance Evaluation System

Annual and Comprehensive Administrator
Performance Evaluation Procedures and
Process

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INTRODUCTION

DISTRICT PHILOSOPHY & PURPOSE

The Chabot-Las Positas Community College District administrator evaluations aim to improve effectiveness, enhance institutional success, and support student achievement.

Key principles include:

- **Recognition and Improvement:** Evaluations help recognize and improve administrators' job performance and overall institutional effectiveness.
- **Professional Growth:** The process encourages development through self-assessment, goal-setting, feedback from the supervisor and colleagues, and formal evaluation.
- **Adapting Skills:** Administrators' skills should evolve with changing institutional needs.
- **Enhancing Institutional Effectiveness:** Evaluations promote planning, recognize success, and support innovation to enhance programs and goals.

In addition, the Comprehensive Evaluation includes a 360 Survey that provides **anonymous** feedback of an administrator's performance, competencies, and skills by those who interact with the administrator - faculty, classified professionals, other administrators, and internal and external clients.

OVERVIEW

ADMINISTRATOR PERFORMANCE EVALUATION SYSTEM

According to Chabot-Las Positas Community College District Governing Board Policy 7150 each administrator shall be evaluated annually by a procedure developed in conjunction with the administrative staff and approved by the Chancellor.

The administrator performance evaluation system is a two-tiered system consisting of an Annual Performance Evaluation Process and a Comprehensive Evaluation Process. The primary components of each process are as follows:

Annual Administrator Performance Evaluation Process

Annual Performance Evaluation Form

- Assessment of Prior Year Goals and Objectives
- Determination of New Goals

Direct Administrator's Performance Appraisal

Performance Evaluation Conference

Comprehensive Administrator Performance Evaluation Process

Comprehensive Performance Evaluation & Self-Assessment Form

- Assessment of Prior Year Goals and Objectives
- Determination of New Goals
- Comprehensive Self-Assessment

360 Survey & Results

Direct Administrator's Performance Appraisal

Performance Evaluation Conference

Timeline

Evaluation Period: January – December

Deadline to HR: 1st week of January for February Board action

Administrators New to Their Position

Per your administrative contract and within the first 30 days of employment, newly hired administrators must develop their goals and objectives through the end of the calendar year. These objectives will be the basis for **the Assessment of Prior Year Goals and Objectives**.

Evaluation Period

- Annual evaluation: For administrators whose first day of employment is in Nov or Dec, your first annual evaluation will take place in the subsequent calendar year.
- Comprehensive Evaluation: Your first comprehensive evaluation will take place the following year and every three years thereafter.

EVALUATOR RESPONSIBILITIES

The immediate supervisor will serve as the Evaluator, conducting annual or comprehensive performance evaluations for direct administrator reports per the established schedule.

The Evaluator is responsible for:

1. Initiating, scheduling, and completing evaluation conferences per guidelines and timelines.
2. Maintaining confidentiality throughout the process.
3. Adhering to procedures and timelines.
4. Providing an accurate, objective, and fair appraisal of performance.
5. Facilitating follow-up, coaching, and professional development.
6. Submitting completed evaluations to the Chief Executive Officer/Senior Administrator for review and signature.

EVALUATEE RESPONSIBILITIES

The Evaluatee (administrator) is responsible for:

1. Preparing performance goals and objectives on time.
2. Submitting evaluation materials by deadlines.
3. Actively participating in the evaluation process.

CHANCELLOR, CHIEF EXECUTIVE OFFICER/SENIOR ADMINISTRATOR RESPONSIBILITIES

The Chancellor is accountable for the administration of the Administrator Performance Evaluation Process according to established Governing Board Policy and follow-up activities in conjunction with the Chief Executive Officer/ Senior Administrator, as appropriate.

The Chief Executive Officer/Senior Administrator shall forward complete evaluation packets to the Office of Human Resources for Chancellor's review, comment, and signature.

The Chancellor then forwards administrator performance evaluation materials for each Evaluatee back to the Office of Human Resources. Complete evaluation packets will be filed and maintained in the Evaluatee's personnel file according to District policies and procedures.

OFFICE OF HUMAN RESOURCES RESPONSIBILITIES

The Office of Human Resources is responsible for the following:

1. Dissemination of Administrator Evaluation Process materials, policies, procedures, and guidelines.
2. Compiling, maintaining, communicating, and disseminating the Administrator Performance Evaluation Schedule for all administrators in the District.
3. Facilitating training and development activities relating to the Administrator Performance Evaluation process, as appropriate.
4. Ensuring principles of confidentiality in the maintenance of administrator performance evaluation materials according to District policies and procedures.
5. Facilitating a collaborative, systematic monitoring and assessment system of the administrator performance evaluation process, and recommending appropriate revisions, as needed.

ANNUAL EVALUATION TIMELINE

Month	Task	Person(s) Responsible
Aug/Sept	Chancellor/President Goals released	Chancellor/President
By Nov	Supervisor Schedules Evaluation Meeting to be held in Dec. <ul style="list-style-type: none"> If non-renewal is recommended, contact Vice Chancellor of HR or designee. 	Supervisor
By Dec (at least two weeks prior to Performance Evaluation Conference meeting)	Evaluatee completes Annual Evaluation Form and emails it to Supervisor	Evaluatee
Before Performance Evaluation Conference meeting	Supervisor completes Direct Administrator's Performance Appraisal Form	Supervisor
December	Evaluation Meeting: <ul style="list-style-type: none"> Supervisor reviews the Annual Evaluation Form and the Direct Administrator's Performance Appraisal with the evaluatee. Forms are signed and sent to the next-level administrator for signature. 	Supervisor
By the first full week of January	HR receives from Chancellor/College President offices <ul style="list-style-type: none"> A single-sided, hard copy evaluation packet with original signatures or validated digital signatures (do not email to HR) Recommendations for contract renewal (one- or two-year) Specially-funded positions must include confirmation of funding for the term of the recommended renewal period 	Chancellor/College President

COMPREHENSIVE EVALUATION TIMELINE

Month	Task	Person(s) Responsible
Aug/Sept	Chancellor/President Goals released	Chancellor/President
By the first full week of Sept	<ul style="list-style-type: none"> Submit list of 360 Survey participants to Supervisor with verified emails. <ul style="list-style-type: none"> The Evaluator and Evaluatee will mutually agree upon the pool of raters (15-25) based on frequency of contact and professional relationship interactions. 	Evaluatee
By the third week of Sept	<ul style="list-style-type: none"> Chief Executive Officer/Senior Administrator offices submits final list of 360 Survey participants to HR with verified emails. <ul style="list-style-type: none"> By Nov: Supervisor Schedules Evaluation Meeting to be held in Dec. If non-renewal is recommended, contact Vice Chancellor of HR or designee. 	Chief Executive Officer/Senior Administrator Supervisor
By second week of Nov	<ul style="list-style-type: none"> Supervisor forwards 360 Survey results to Evaluatee Supervisor Schedules Evaluation Meeting to be held in Dec. <u>If non-renewal is recommended</u>, contact Vice Chancellor of HR or designee. 	Supervisor
By Dec (at least two weeks before the Performance Evaluation Conference meeting)	Evaluatee completes Comprehensive Evaluation Form and emails it to Supervisor	Evaluatee
Before Performance Evaluation Conference meeting	Supervisor completes Direct Administrator's Performance Appraisal Form	Supervisor
December	<p>Evaluation Meeting:</p> <ul style="list-style-type: none"> Supervisor reviews with the evaluatee the Comprehensive Evaluation Form, 360 Survey Results and the Direct Administrator's Performance Appraisal. Forms are signed and sent to the next-level administrator for signature. 	Supervisor
By the first full week of January	<p>HR receives from Chancellor/College President offices</p> <ul style="list-style-type: none"> A single-sided, hard copy evaluation packet with original signatures or validated digital signatures (do not email to HR) Recommendations for contract renewal (one- or two-year) 	Chancellor/College President

Month	Task	Person(s) Responsible
	<ul style="list-style-type: none"> Specially-funded positions must include confirmation of funding for the term of the recommended renewal period 	

360 SURVEY INSTRUMENT COMPETENCIES & SKILLS

Survey respondents are asked to rate each of the following competencies or skills based on the following rating scale:

5=Strongly Agree

4=Agree

3=Neither Agree/Disagree

2=Disagree

1=Strongly Disagree

0=Have Not Observed/Don't Know

Leadership and Supervision

1. Leads and motivates staff to accomplish goals.
2. Takes into account the whole organization when making decisions.
3. Encourages people to excel.
4. Has vision and brings ideas and possibilities for the future.
5. Is able to pull people together to accomplish a common goal.
6. Sets a good example for the institution.
7. Delegates appropriately.
8. Acts as an advocate for the area/individuals they manage.

Knowledge and Expertise

9. Understands college and district goals, policies, and procedures.
10. Shows mastery of his or her job content.
11. Is sought out for advice and input on his/her area of expertise.
12. Is able to integrate new ideas with current approaches.
13. Supports and fosters uses of changing technologies.

Communication Skills

14. Listens and responds appropriately.
15. Makes effective written and oral presentations.
16. Clear in communicating with others.
17. Is accessible.
18. Conveys important information on a timely basis.

Human Relation Skills

19. Shows concern for issues that affect others.
20. Demonstrates respect for others.
21. Is skilled at relating to many different types of people.

Administrator Skills

22. Works to resolve problems and conflicts as they arise.
23. Follows through and delivers on his/her commitments.
24. Makes timely decisions.
25. Develops and communicates plans for reaching goals.
26. Shows judgment and accuracy in administering budgets.
27. Takes initiative to get the job done.
28. Sets high performance standards for self and group.
29. Encourages innovative ideas.
30. Considers both internal and external factors when setting priorities.
31. Applies sound judgment under pressure.
32. Delivers constructive criticism when needed.
33. Schedules meetings appropriately.
34. Uses meeting time effectively.
- 35.

PERFORMANCE IMPROVEMENT PLAN (PIP) PROCESS

- PIP form is completed by supervisor in consultation with HR
- Supervisor meets with Evaluatee to discuss the PIP
- All signatures on the PIP form are gathered
- PIP form is included with Administrator's Evaluation packet
- Supervisor continues to monitor performance, document progress, and consult with HR in order to have follow-up conversations with Evaluatee.

RESPONSE PROCESS TO THE EVALUATION PACKET

- Evaluatee signature does not necessarily indicate agreement with the evaluation or its contents
- Evaluatee may submit a response in the form of a written response and submit to the Office of Human Resources, within 5 working days, which will then be attached to the Administrator Evaluation packet.

Comments:

What other comments or suggestions do you have that might be helpful to the performance and development of this administrator? Again, your comments and suggestions will be anonymous and included in a summary report of all comments and suggestions. If more space is needed, use additional sheets as needed.