



ADMINISTRATIVE PROCEDURE

2435

DESERT COMMUNITY COLLEGE DISTRICT

EVALUATION OF SUPERINTENDENT/PRESIDENT

As a regular and scheduled activity, the Board will evaluate the performance of the chief executive based on goals and objectives and other appropriate criteria agreed to by the Superintendent/President and the Board of Trustees.

The primary purpose of the evaluation will be to maintain high quality district and college administrative leadership. The evaluation process will follow these principles.

- The annual evaluation shall be scheduled each year with a progress review scheduled in six months.
- The final evaluation will be a composite of the evaluations by individual board members and shall be furnished in advance to the Superintendent/President. The Board, as a whole, will meet with the Superintendent/President to discuss the final evaluation.
- The evaluation shall include a discussion of both strengths and potential areas for improvement.
- The Board will include in the goals and objectives for the next year those items that appear to have merit for future review.
- Each judgment will be based upon an objective review derived from an examination of available information.
- The evaluation will be signed by all parties when final. A signed copy will be retained by the Superintendent/President and a signed copy will be placed in the Superintendent/President's personnel file.
- All materials pertaining to the evaluation and the Superintendent/President's file will be retained in an "Access by Board Only" file located in the Office of the Superintendent/President.

Three months prior to the scheduled evaluation, the board will initiate the annual evaluation process. An ad hoc committee of the board may be appointed to develop the format and monitor the process

A month prior to the evaluation session, the Superintendent/President will meet in closed session with the Board to review information relative to the evaluation criteria. The Superintendent/President may provide a written report pertaining to his or her annual goals and objectives.

Evaluation instruments will be distributed a month prior to the session, and completed separately by each voting board member. They will be given to the board Superintendent/President or committee for processing. The evaluations or a summary will be provided to all board members to review for discussion in the evaluation session.

Administrator: Superintendent/President

Board Approved: February 22, 2008

Revised: April 16, 2010

Executive Cabinet Review/Approval: September 29, 2020

College Planning Council/Approval – 1st Reading: October 9, 2020

College Planning Council/Approval – 2nd Reading: October 23, 2020

Board Meeting Review/Information Item: November 13, 2020

Next Review: November 2025