

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Evaluation of Superintendent/President

Adoption Date: October 7, 2008

Revision Date: September 1, 2009; May 3, 2011; November 8, 2011; January 20, 2015;
April 26, 2016

Responsible Area: Superintendent/President

Responsible Office: President's Office

Policy Reference: ACCJC Accreditation Standards IV.B and IV.C.3

The Board of Trustees will, in writing, annually evaluate the Superintendent/President who serves as the District's Chief Executive Officer.

1. Informal evaluation should seek and improve relationships among Campus constituents and should be an ongoing process.
2. Formal evaluation is the responsibility of the Board as a whole and should bring the Board and Superintendent/President together to discuss what works well and what needs improvement.
3. The Superintendent/President evaluation will be based on the annual goals set by the Board and leadership of the District, and will relate to the mission of the College, the accreditation and audit reports, and the budget process of the institution.
4. Goals set by the Board may include, but not be limited to, academic leadership, policy development, communication between the Board and Superintendent/President, and community activity.
5. Instruments using numerical averages may be used as a basis for the evaluation.
6. A major goal of the evaluation is to build trust between the Board and Superintendent/President.
7. The evaluation will be conducted each summer.
8. The Board will develop criteria and set goals each summer of each year.
9. The Board will review the self-evaluation of the Superintendent/President, which will include Campus feedback. The Superintendent/President will solicit feedback from constituent groups as part of the self-evaluation.
10. The evaluation will be discussed in closed session each summer.
11. The evaluation will be compiled by the Board and reviewed with the Superintendent/President.
12. The evaluation will be filed in the Superintendent/President's personnel file and must be approved by a majority vote of the Board. Individual Board Member statements will not become a part of the permanent personnel file of the Superintendent/President.