

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR E-210</b>
		<b>PERFORMANCE EVALUATION, COLLEGE PRESIDENT/ACADEMIC VICE CHANCELLOR</b>
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## I. POLICY

It is the policy of the District to evaluate a college president or senior executive for the purposes of recognizing achievement and assisting in the administrator's self-improvement, growth, and increased effectiveness in the performance of his or her duties.

## II. DEFINITIONS:

- An **Evaluee** is a person receiving a performance evaluation.
- A **Performance Evaluation** is the evaluation of the work performed by an employee.

## III. REQUIREMENTS

Performance evaluation is a process whereby the effectiveness of the professional staff member is assessed in relation to his or her job description, college/department goals and objectives, Board of Trustees expectations and employee competencies, administrative procedures, and normally assigned job-related responsibilities. The evaluation is designed to recognize achievement as well as to assist an administrator's self-improvement, growth, and increased effectiveness in the performance of his or her duties.

A. The evaluation shall consider, but not be limited to, the following competencies:

1. **Leadership Skill and Ability.** Performance of responsibilities as defined in the job description and demonstration of leadership in carrying out those duties. This includes the ability to take initiative, build on a vision, motivate others, exercise good judgment and ethical behavior, and foster a campus climate of inclusion.
2. **Communication Skill and Ability.** Communicates clearly and regularly in written and oral form. Listens well and keeps all appropriately informed about his or her area of responsibility.
3. **Administrative/Managerial Skill and Ability.** Demonstrates the ability to organize, delegate and fulfill responsibilities of the position. Works well under pressure. Accepts input and gives direction as appropriate.
4. **Professional Knowledge and Expertise.** Understands the basic fundamentals of the position duties and continues to grow professionally to expand creative problem solving skills. Participates professionally at college, district, community and state levels.

5. **Use of Assessment Results.** Effectively analyzes information gathered from learning outcome assessments. Takes information and analysis to the appropriate parties for discussion. Engages in dialogue about learning and service outcomes assessment
6. **Authority and Support.** Demonstrates ability to carry out duties and has authority and support to do so.

## B. Annual Evaluation

1. The Annual Evaluation reviews the performance of the senior academic executive through the use of the district's Self-Assessment Instrument (Form HR E-210A). The individual being evaluated is provided the opportunity to assess his/her performance over the past year, to assess his/her progress or attainment of the prior year's annual goals, and to update annual goals for the upcoming year. The annual evaluation does not require structured data gathering.
2. **Frequency.** The Annual Evaluation is performed yearly prior to the end of the spring semester.
3. **Procedure.** Each year the senior academic executives of the District Office shall receive an evaluation through the procedure below.
  - a. The Deputy Chancellor will provide the senior academic executive (evaluee) with notice that the annual evaluation is being performed. This notification shall include:
    - the district's Self-Assessment Instrument Form HR E-210A;
    - a request that the employee update his/her annual goals statement; and,
    - the deadline for the return the completed documents to the Chancellor.

In the case of the annual evaluation of the Deputy Chancellor, the notification of evaluation shall be provided by the Chancellor or his/her designee.

- b. The evaluee shall complete the district's Self-Assessment Instrument, updates his/her annual goals statement for the next year, and submit the completed documents to the Chancellor.
- c. The Chancellor shall meet with the evaluee to review the Self-Assessment Instrument and the annual goals statement.
- d. The Chancellor shall prepare a summary evaluation memo, and share it with the evaluee. The Chancellor and the evaluee will each sign the summary evaluation memo, which, along with the appropriate attachments will be forwarded to the Deputy Chancellor.
- e. In addition to assessing the performance of the senior academic executive, the annual evaluation is used to determine salary advancement. Upon receipt of all annual evaluations completed for the academic year, the Deputy Chancellor shall prepare a summary memorandum of the evaluation recommendations, indicating the recommended salary step advancement of 0 or 1 for each evaluee receiving a comprehensive evaluation, and forward the summary memorandum to the Chancellor. Salary step

placement is retroactive to July 1<sup>st</sup> once the comprehensive evaluation recommendation has been processed.

- f. All evaluation documents provided to the Deputy Chancellor shall be forwarded to the Human Resources Division to be placed in the employee's Personnel File.
- g. A copy of all documents placed in the personnel file will be provided to the evaluatee.

**C. Comprehensive Evaluation Process**

1. The comprehensive evaluation reviews the performance of the college senior academic executive (evaluatee) using the components of the district's Annual Evaluation as enumerated in Section III.A, and incorporates information gathered from a contributor group of District employees through a structured data collection process. The data collection process uses the district's Senior Academic Executive Evaluation Data Collection Instrument (Form HR E-210B).
2. **Confidentiality. The evaluation process is a confidential process. The Chancellor, his/her designees, and all evaluation information contributors are to maintain confidentiality throughout the senior academic executive evaluation process.**
3. **Contributor Group.** A group of contributors will be asked to complete the district's Senior Academic Executive Evaluation Data Collection Instrument (Form HR E-210B), to provide input on the performance of the senior academic executive being evaluated. The contributor group shall be comprised of mandated contributors, as well as contributors chosen by the evaluatee. Table E-210A lists the composition of the Mandatory and Evaluatee-Chosen contributor groups for College Presidents. Table E-210B lists the composition of the Mandatory and Evaluatee-Chosen contributor groups for Vice Chancellor.

TABLE E-210A COMPREHENSIVE EVALUATORS LIST – COLLEGE PRESIDENT	
MANDATORY CONTRIBUTORS	CHOSEN BY EVALUEE <sup>1</sup>
Academic Senate President	Faculty Member (5)
Faculty Union Chapter President	Classified Employee (3)
Staff Guild Chapter Chair	Administrative Employee (2)
College Location Vice Presidents	College Foundation Member (1)
Teamsters' Chapter Chair	College Oversight Committee Member (1)
CPM Lead	Student Government President* (1)
Deputy Chancellor	College President (2)
CFO/Treasurer	
General Counsel	
Executive Director, FPD	
<sup>1</sup> Minimum number required indicated in ( ) *(or other appropriate student representative)	

TABLE E-210B COMPREHENSIVE EVALUATORS LIST – VICE CHANCELLOR	
MANDATORY CONTRIBUTORS	CHOSEN BY EVALUEE <sup>1</sup>
Academic Senate President	Faculty Member (5)
Faculty Union Chapter President	Classified Employee (3)
Staff Guild Chapter Chair	Administrative Employee (2)
DO Vice Chancellors	District Foundation Member (1)
Teamsters' President	District Oversight Committee Member (1)
CPM Lead	Student Trustee President* (1)
Deputy Chancellor	College President (2)
CFO/Treasurer	
General Counsel	
Executive Director, FPD	
<sup>1</sup> Minimum number required indicated in ( ) *(or other appropriate student representative)	

4. **Frequency.** Each senior academic executive shall receive a comprehensive evaluation in a rotation that ensures that each senior academic executive receives a comprehensive evaluation at least once every three years. The comprehensive evaluation shall be performed during the spring semester.

**Nothing in this guide precludes the Chancellor from requiring a comprehensive evaluation at any time.**

**Procedure.** By March 1<sup>st</sup> of each year, the Deputy Chancellor, or his/her designee, shall provide notice to the senior academic executive (evaluee) that the comprehensive evaluation will be performed. The comprehensive evaluation shall be performed through the procedure below. In the case of the comprehensive evaluation of the Deputy Chancellor, the notification of evaluation shall be provided by the Chancellor or his/her designee.

- a. **Self-Assessment.** The Deputy Chancellor, or his/her designee shall provide the senior academic executive (evaluee) with the Self-Assessment Instrument Form HR E-210A and request an update to the employee's annual goals statement, as specified in Section III.A.3 of this guide.
- b. **Contributors Group.** The notification that the comprehensive evaluation is being performed shall include the list of mandated contributors and a request that the evaluee forward the names of those chosen to complete the evaluee-chosen contributor list. The request for the names of evaluee-chosen contributors should include the date by which the evaluee-chosen contributors list should be returned to the Deputy Chancellor or his/her designee.
- c. The Deputy Chancellor or his/her designee prepares and distributes the Senior Academic Executive Evaluation Data Collection Instrument (Form HR E-210B) to the list of mandatory and evaluee-chosen contributors. The evaluation data collection instrument distribution should include an explanation of the contributor's role in the comprehensive evaluation process and a reminder of confidentiality, as well as any relevant instructions

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for the completion of the survey instrument, the deadline for completion of the instrument, and any instructions for the return of the information, if appropriate.

- d. The evaluatee completes the district's Self-Assessment Instrument and updates his/her annual goals statement for the next year, and submits the completed Self-Assessment Instrument and updated annual goals statement to the Chancellor by the deadline specified.
- e. The Chancellor or his/her designee shall compile the data gathered via the Senior Academic Executive Evaluation Data Collection Instrument (Form HR E-210B) into a summary document to be reviewed by the Chancellor and the evaluatee.
- f. The Chancellor shall meet with the evaluatee to review the self-assessment, annual goals statement and the compilation of data collected from the contributor groups.
- g. The Chancellor shall prepare a summary evaluation form HR E-210C which he/she shall share with the evaluatee. The Chancellor may conduct an additional conference with the evaluatee to review the evaluation form.
- h. Evaluations shall include specific recommendations for improvement and provisions for assisting the evaluatee in the implementation of any recommendations made, including training or retraining, and the time frame for assessing progress toward improvement.
- i. Each administrator serves at the discretion of the Board of Trustees upon the recommendation of the Chancellor. Consequently, unsatisfactory evaluations may result in suspension, reassignment, dismissal and/or voluntary resignation in lieu of dismissal and must adhere to education code provisions regarding proper notice. Educational and Classified Administrator appointments or contracts shall be in accordance with Education Code Sections 72411 and 72411.5.
- j. Both the Chancellor and the evaluatee shall sign and date the final evaluation form HR E-210C, which, along with appropriate attachments, will be forwarded to the Deputy Chancellor.
- k. In addition to assessing the performance of the senior academic executive, the annual evaluation is used to determine salary advancement. Upon receipt of all comprehensive evaluations completed for the academic year, the Deputy Chancellor shall prepare a summary memorandum of the evaluation recommendations, indicating the recommended salary step advancement of 0 or 1 for each evaluatee receiving a comprehensive evaluation, and forward the summary memorandum to the Chancellor for decision. Salary step placement is retroactive to July 1<sup>st</sup> once the comprehensive evaluation recommendation has been decided and processed.
- l. All evaluation documents provided to the Deputy Chancellor shall be forwarded to the Human Resources Division to be placed in the employee's Personnel File.
- m. A copy of all documents placed in the Personnel File will be provided to the senior academic executive.
- n. Should the College President/Vice Chancellor choose to, he/she may also add his/her own statement to the file.

III. **ADDITIONAL SOURCES**

**CALIFORNIA EDUCATIONAL CODE**

Section [72411](#) and [72411.5](#)

**LACCD BOARD RULES**

Chapter X, Human Resources

[Article I Personnel Services](#)

[Article V Certificated Salary](#)

[Article IX Grievance Procedure for Management Employees](#)

**LACCD HUMAN RESOURCE GUIDES**

[H-201 Confidential Employee Designation](#)

**LACCD LEGACY PERSONNEL GUIDES**

B350 Salary, Step Advance

B539 Salary, Career Increment, Administrators

**FORMS**

***Administrative***

[Self-Assessment Instrument \(HR E-210A\)](#)

[Senior Management Evaluation Data Collection Instrument \(Form HR E-210B\)](#)

[Summary Evaluation of College President/Vice Chancellor \(Form HR E-210C\)](#)