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|  | LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE | HR E-215 |
| | | PERFORMANCE EVALUATION, COLLEGE ACADEMIC VICE PRESIDENT |
| ISSUE DATE: May 25, 2017 | SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED | |
| REPLACES: <u>Legacy Personnel Guides:</u> B 354 | CHANGES: New | |

I. POLICY

It is the policy of the District to evaluate a college vice president 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.

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.

A. Annual Evaluation

1. The Annual Evaluation reviews the performance of the college vice president through the use of the district's Self-Assessment Instrument (Form HR E-215A). 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 college vice presidents of the District shall receive an evaluation through the procedure below:
 - a. The College President will provide the college vice president with notice that the Annual Evaluation is being performed. This notification shall include:
 - the district's Self-Assessment Instrument Form HR E-215A;
 - a request that the employee update his/her annual goals statement; and,
 - the deadline for the return of the completed documents to the College President.
 - b. The college vice president shall complete the district's Self-Assessment Instrument, update his/her annual goals statement for the next year, and submit the completed Self-Assessment Instrument and updated annual goals statement to the College President.
 - c. The College President shall meet with the college vice president to review the Self-Assessment Instrument and the annual goals statement.
 - d. The College President shall prepare a summary evaluation memo, and share it the college vice president. The college president and vice president will each sign the summary evaluation memo, which, along with the appropriate attachments will be forwarded to the Human Resources Division. The evaluation will be placed in the personnel file and provided to the college vice president.
 - e. Should the college vice president choose to, he/she may also add his/her own statement to the file.

B. Comprehensive Evaluation Process

1. The comprehensive evaluation reviews the performance of the college vice president using the components of the district's Annual Evaluation as enumerated in Section III.A, and incorporates input gathered from a contributor group of District employees through a structured data collection process. The data collection process uses the district's College Vice President Evaluation Data Collection Instrument (Form HR E-215B).
2. **Confidentiality.** The evaluation process is a confidential process. The College President, his/her designee, and all evaluation information contributors are to maintain confidentiality throughout the college vice president evaluation process.
3. **Contributor Group.** A group of contributors will be asked to complete the district's College Vice President Evaluation Data Collection Instrument (Form HR E-215B), to provide input on the performance of the college vice president. The contributor group shall be comprised of mandated contributors, as well as contributors chosen by the evaluatee. Table E-215A lists the composition of the Mandatory and Evaluatee-Chosen contributor groups.

| TABLE E-215A COMPREHENSIVE EVALUATION CONTRIBUTORS | |
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| COLLEGE VICE PRESIDENT | |
| MANDATORY CONTRIBUTORS | EVALUEE-CHOSEN CONTRIBUTORS |
| Academic Senate President Faculty Union Chapter President Staff Guild Chapter Chair Teamsters' Representative College Vice Presidents (if not evaluatee) Direct Reports: Supervisor/Manager (2) Direct Reports: Classified Staff (2) Department Chair (2) | Faculty Member (2) Administrator (2) Department Chair or Unit Leader (2) Classified Staff (2) Supervisor/Manager (2) |
| SENIOR ASSOCIATE VICE CHANCELLOR, ASSOCIATE VICE CHANCELLOR OR SIS LEAD ADMINISTRATOR | |
| MANDATORY CONTRIBUTORS | EVALUEE-CHOSEN CONTRIBUTORS |
| District Academic Senate President Faculty Union Chapter President Staff Guild President Teamsters' President Sr Assoc VC, Assoc VC, SIS Lead Admin (if not evaluatee) Direct Reports: Supervisor/Manager (2) Direct Reports: Classified Staff (2) Division Head (2) | Faculty Member (2) Administrator (2) Division Head or Unit Leader (2) Classified Staff (2) Supervisor/Manager (2) |

4. **Frequency.** The comprehensive evaluation of the college vice president shall be completed at least every three years, and is performed during the spring semester. Each year one of the location college vice presidents will receive a comprehensive evaluation, in a rotation that

ensures that each college vice president receives a comprehensive evaluation at least once every three years.

Nothing in this guide precludes the College President from requiring a comprehensive evaluation at any time.

5. **Procedure.** By March 1st of each year, the College President shall provide notice to the college vice president that the comprehensive evaluation will be performed. The comprehensive evaluation shall be performed through the procedure below.
 - a. **Self-Assessment.** The College President shall provide the college vice president with the Self-Assessment Instrument Form HR E-215A 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 evaluatee forward the names of those chosen to complete the evaluatee-chosen contributor list. The request for the names of evaluatee-chosen contributors should include the date by which the evaluatee-chosen contributors list should be returned to the College President.
 - c. The College President or his/her designee prepares and distributes the College Vice President Evaluation Data Collection Instrument (Form HR E-215B) to the list of mandatory and evaluatee-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 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 college vice president 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 College President by the deadline specified.
 - e. The College President or designee shall compile the data gathered via the College Vice President Evaluation Data Collection Instrument (Form HR E-215B) into a summary document to be reviewed by the college president and the vice president being evaluated.
 - f. The College President meets with the college vice president to review the self-assessment, annual goals statement and the compilation of data collected from the contributor groups.
 - g. The College President shall prepare the Summary Evaluation form HR E-215C which he/she shall share with the college vice president. The College President may conduct an additional conference with the college vice president to review the evaluation form.
 - h. Evaluations shall include specific recommendations for improvement and provisions for assisting the college vice president 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 college president and vice president shall sign and date the final evaluation summary form HR E-215C, which, along with appropriate attachments, will be forwarded to the Human Resources Division.
- k. In addition to assessing the performance of the college vice president, the comprehensive evaluation is used to determine salary advancement. Salary step placement is retroactive to July 1st once the comprehensive evaluation recommendation has been processed.
- l. All evaluation documents 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 college vice president.
- n. The college vice president may 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

PERSONNEL COMMISSION RULES
500 Definitions
596 Overtime
702 Performance Evaluation for Probationary and Permanent Classified Employees

FORMS

Administrative

Self-Assessment Instrument (HR E-215A)
College Vice President Evaluation Data Collection Instrument (Form HR E-215B)
Summary Evaluation of College Academic Vice President (Form HR E-215C)