

CHAPTER 6 EVALUATION

PURPOSE

- 6.1 The performance evaluation process is designed to improve the overall operation of the organization, to improve district/college service and student experience, and to assist the administrator in the growth and development of professional abilities, as well as to identify strengths and challenges. The evaluation process promotes and supports appropriate management and leadership skills and assures the administrators have goals which are in line with the overarching goals of the Foothill-De Anza Community College District.

CYCLE OF EVALUATION

- 6.2 The performance of all new hire administrators, and administrators on a one-year contract, shall be evaluated annually. Evaluations shall be conducted using the evaluation form and process described herein.
- 6.3 Regular administrators with a contract of more than one year shall be evaluated at least once every 24 months. Evaluations shall be conducted using the evaluation form and process described herein.
- 6.4 Temporary administrators shall be evaluated annually using the evaluation and process described herein. Subsequent evaluations may be conducted using the 24- month cycle.
- 6.5 Off cycle evaluations may be conducted more frequently to provide interim feedback on performance.

PROCESS FOR ONE-YEAR CONTRACTS:

- 6.6 New Hires. At the beginning of employment or prior to the end of the academic year, the administrator will meet with his/her supervisor to establish goals and objectives, agree upon major job functions and responsibilities, and if appropriate a professional development plan for the next academic year. Goals and objectives will be established in June every year. In November, the administrator shall meet with their supervisor to review progress towards their goals and for supervisors to provide feedback.
- 6.7 Temporary Administrators. Prior to the start of each academic year, the administrator will meet with his/her supervisor to establish goals and objectives, agree upon major job functions and responsibilities, and if appropriate a professional development plan for the next academic year. Goals and objectives will be established in June.
- 6.8 Mid-cycle, in January, the administrator and supervisor will meet to review performance, progress toward goals, and progress on the administrator's professional development plan. Adjustments to job expectations and performance standards may be made, as needed.
- 6.8.1 The supervisor shall discuss the evaluation with the administrator and provide the administrator an opportunity to review the evaluation content before the evaluation is forwarded to the second-level reviewer.
- 6.8.2 Following discussion and the administrator's signature and comment, the evaluation shall be forwarded to the assigned second level reviewer for review, optional comment, and signature.

6.8.3 Following the second level reviewer's signature, the evaluation shall be forwarded to the administrator for signature and comment/response.

6.8.4 Following the administrator's signature, the evaluation shall be forwarded to the District Office of Human Resources for recordkeeping.

PROCESS FOR TWO YEAR CONTRACTS:

- 6.9 Nothing in these procedures prevents a supervisor from conducting, or an administrator from requesting, an additional evaluation, at any time or outside this cycle of evaluation. Conducting an optional evaluation shall be at the discretion of the supervisor.
- 6.10 Educational administrators who have a teaching assignment as a part of load will be evaluated for teaching effectiveness on an annual basis for the first two years and once every three years thereafter in accordance with the evaluation instrument used for full-time faculty.
- 6.11 The administrator shall have ten (10) business days to review, respond, and sign the evaluation following receipt of the final evaluation from the first and second level reviewer. All evaluations must be signed by the administrator prior to being placed in the district personnel file. If an administrator refuses to sign an evaluation, the evaluation shall be placed in the file with a record of the refusal.
- 6.12 All completed evaluations shall be submitted to the District Office of Human Resources and retained in the administrator's official personnel file.

OPTIONAL PROCESS FOR ONE AND TWO-YEAR CONTRACTS

- 6.13 In addition to the process described above, and using the evaluation tool (Appendix.C.2) the supervisor or administrator may include feedback from peers and direct reports. The administrator may suggest which peer or peer group to include. Responses should be solicited from direct reports, peer administrators and other colleagues. Human Resources shall administer the surveys and oversee the process.
- 6.14 Once the supervisor or administrator is informed that the evaluation shall include the Optional Process, the supervisor shall advise Human Resources to initiate the process. Requests for the Optional Process shall be completed on the Optional Process Form (Appendix C.3)
- 6.14.1 For one-year contracts, requests for the Optional Process must be submitted to Human Resources by November 1.
- 6.14.2 For two-year contracts, requests for the Optional Process must be submitted to Human Resources by June 1.
- 6.14.3 Surveys must be completed in two weeks to provide results to supervisors and administrators.

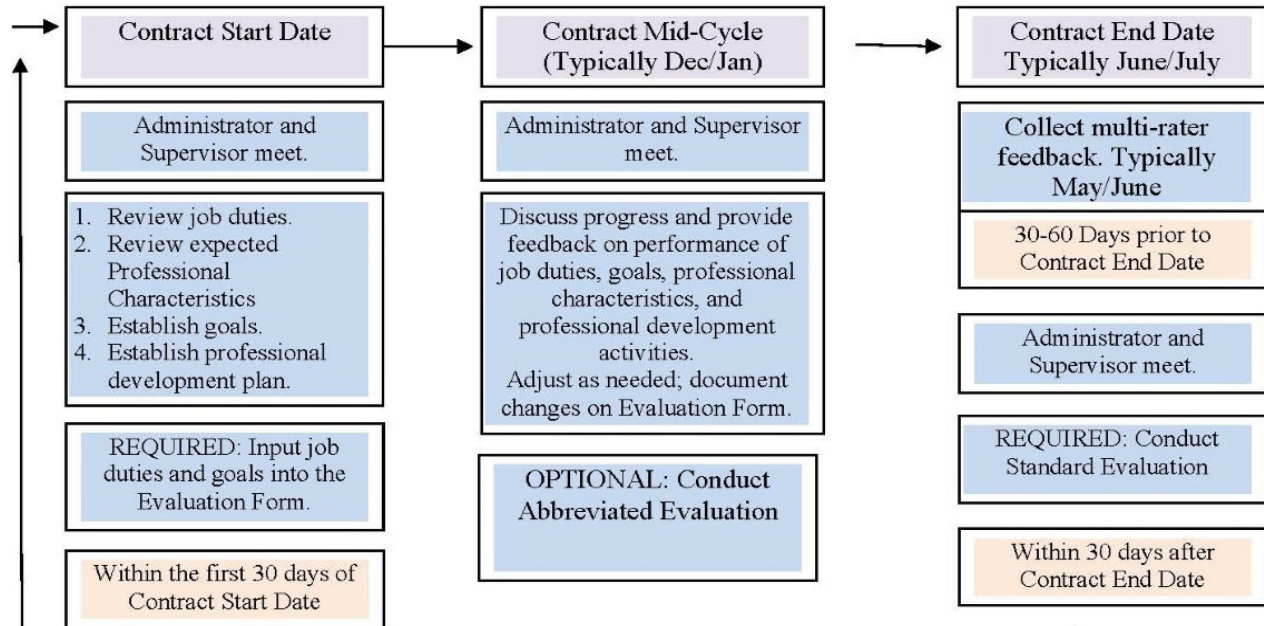
ADMINISTRATOR EVALUATION PROCESS OVERVIEW

- 6.15 Administrator evaluations follow the process outlined in Appendix C, ensuring all evaluations are thorough, fair, and aligned with District goals.
- 6.16 The process begins with a focus on leadership expectations and professional development opportunities (See Appendix C.1), which provide the foundation for leadership growth in areas such as strategic planning, operational effectiveness, student success, equity, collaboration, and communication.
- 6.17 Evaluations then assess position responsibilities and unit-specific goals, documenting accomplishments, reflections, and supervisor comments (See Appendix C.2). This includes reviewing goals from the prior evaluation period and establishing goals for the upcoming cycle.
- 6.18 Optional feedback may also be gathered from colleagues and direct reports to provide additional perspectives (See Appendix C.3).

AMA Evaluation Flowchart

ONE-YEAR CONTRACT

(New Hire (First Two Years), Temp/Grant-Funded (First Two Years), and Other One-Year Contracts)



TWO-YEAR CONTRACT

(Regular Administrators with Two-Year Contracts and Temp/Grant Administrators Employed Beyond Two Years)

