

## Presidential Performance Evaluation (President/Individual Trustee Report)

Name of President: \_\_\_\_\_

Board Chairperson: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

How Used: President self-evaluates using this instrument and submits to Board of Trustees prior to Board evaluation. Board of Trustees collectively rate President's performance based on Board observation of President's performance. Review of completed evaluation conducted during executive session of Board's meeting in June.

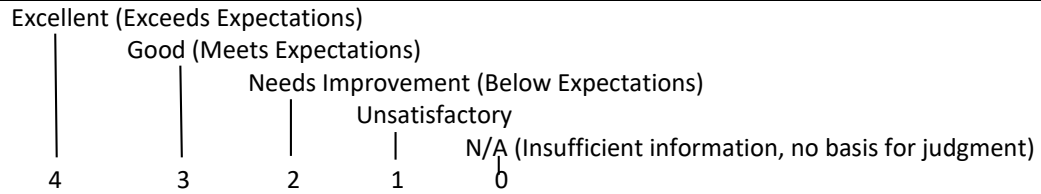
Frequency of Evaluation: Annually

Disposition of Forms: **This document is confidential.** The President is given a copy of final evaluation, as well as a copy being retained by Board Chair

### A. Checklist Rating.

Directions: Place an X in the column that best reflects your judgment on each of the following items. A comment is required for any *needs improvement* or *unsatisfactory* rating. Item #s refer to job description.

	Excellent (Exceeds Expectations) 4	Good (Meets Expectations) 3	Needs Improvement (Below Expectations) 2	Unsatisfactory 1	N/A (Insufficient information, no basis for judgment) 0	
<b>Board-President Relationship:</b> Provides the Board with adequate information and makes sound recommendations, properly performs duties of the board on its behalf, and implements Board policies. Maintains proper balance with respect to bringing policy matters to the Board and retaining administrative matters without Board involvement. Oversees preparation of all materials for Board meetings for sound policy decisions. #1, 2, 3, 13						Comments:
<b>Community Relations:</b> Is aware of community needs, promotes community involvement, and interacts with community people and organizations positively and effectively. Fosters a high level of credibility with all community stakeholders. #7, 9, 10, 13						



Comments:

<p><b>Legislative Relations:</b> Represents the Board and provides leadership in informing and educating local legislators of issues of importance to the college. Participates in activities supporting these issues. Keeps the internal college community informed of legislative issues. Involves college staff, faculty, and students in legislative affairs when appropriate. Officially represents the college in contacts with local, state, and national governmental agencies. #6,10,11, 16</p>						
<p><b>College Relations:</b> Maintains cordial and effective working relationships with local school districts and counterparts from other colleges and universities. Works well with the College Foundation and other direct support organizations of the college. Meets social obligations of the presidency, demonstrates ability to represent the college in public forums. Promotes partnerships with other govt, civic, business, and educational institutions. #7, 8, 10, 11, 13, 14, 16</p>						
<p><b>Classified/Admin/Faculty Relationships:</b> Works effectively with staff to maintain and/or improve employee relations, keeps faculty and staff informed, and actively listens and responds to college matters and concerns. Has the confidence and respect of faculty and staff. #5, 6, 7, 9, 14, 16</p>						

Excellent (Exceeds Expectations)  
 4  
 Good (Meets Expectations)  
 3  
 Needs Improvement (Below Expectations)  
 2  
 Unsatisfactory  
 1  
 N/A (Insufficient information, no basis for judgment)  
 0

Comments:

<b>Educational Program:</b> Identifies, understands, and implements the academic mission of the college. Engenders confidence as an educational leader, is up-to-date in curriculum and instructional trends and development, and effectively promotes general, transfer, and CTE education. Is responsive and innovative with respect to changes in the community and the delivery of educational services. #2,6, 7, 8, 12, 17						
<b>Leadership Skills:</b> Identifies and analyzes problems and issues confronting the college, makes sound decisions, and promotes an atmosphere which encourages growth. Demonstrates a leadership style that inspires others. #6, 7, 13, A, B						
<b>Fiscal Management:</b> Anticipates future needs for personnel, resources, and facilities; maintains necessary budget controls; operates the college in a fiscally prudent manner; and adheres to all applicable fiscal policies. #1, 4, 9, 12, 17						
<b>Job Knowledge and Performance:</b> Understands and performs job duties as defined by board policies and job description, and executes mission and goals of the college. Has clear knowledge and understanding of a comprehensive community college and communicates the same to others. #1, 2, 7, 9, 12, 17						

	Excellent (Exceeds Expectations) Good (Meets Expectations) Needs Improvement (Below Expectations) Unsatisfactory N/A (Insufficient information, no basis for judgment)					Comments:
	4	3	2	1	0	
<b>Institutional Commitment:</b> Goals are consistent with the college mission and strategic plan and acts in the best interest of the college. Demonstrates vision with respect to the future of the college. Promotes nondiscrimination and climate supporting diversity in all forms. #2, 7, 9, 14						
<b>Professional Development:</b> Includes own development needs in annual plan, knowledgeable about current trends for college presidents, participates in professional associations and activities, and engages in independent or formal study and/or research. #5, 6						
<b>Personal Qualities:</b> Recognizes problems, gathers and evaluates facts, and reaches sound conclusions. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. Communicates effectively and appropriately in dealing with all stakeholders. Devotes adequate time and energy to effectively complete job. #13, 15, 16, A, B, C, D, E, F, G						

B. Overall Summary of President’s Performance and Comments:

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President's Acknowledgement here removed.

President's Comments:

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I, \_\_\_\_\_ acknowledge receipt of the evaluation \_\_\_\_\_.  
(Printed Name of President) (Signature) (date)

Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Cowley College Board of Trustees:

\_\_\_\_\_ Will allow automatic renewal of the President's employment contract for an additional period of one year. (Requires  $\geq 50\%$  vote of the Board of Trustees.)

\_\_\_\_\_ Will give written notice of non-renewal of the President's employment contract to the President by July 1, 20\_\_\_\_\_. (requires majority vote of the Board of Trustees.)

Presidential Performance Evaluation  
(Goal Setting Form)

The President and the Board of Trustees will share in goal setting. This form shall be due by September 1 preceding each evaluation in June of the next year.

Name of President: \_\_\_\_\_

Planning Period: \_\_\_\_\_

<u>Goal Type</u>	<u>Goal</u>	<u>Attainment Indicator</u>
<b>Performance Goals</b>	1.	
	2.	
	3.	
	4.	
<b>Professional Development Goals</b>	1.	

Goal Type	Goal	Attainment Indicator
Professional Development Goals, cont'd.	2. 2.	
	3.	
	4.	

Date of Planning Conference: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Board Chair's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Presidential Performance Evaluation (Final Composite Trustee Evaluation)

Name of President: \_\_\_\_\_ Board Chairperson: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

How Used: President self-evaluates using this instrument and submits to Board of Trustees prior to Board evaluation. Board of Trustees collectively rate President's performance based on Board observation of President's performance. Review of completed evaluation conducted during executive session of Board's meeting in June.

Frequency of Evaluation: Annually

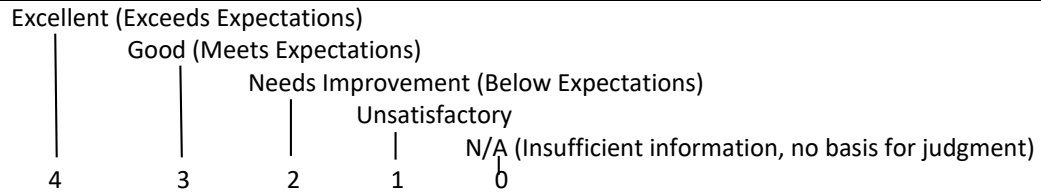
Disposition of Forms: **This document is confidential.** The President is given a copy of final evaluation, as well as a copy being retained by Board Chair

### A. Checklist Rating.

Directions: Place an X in the column that best reflects your judgment on each of the following items. A comment is required for any *needs improvement* or *unsatisfactory* rating. Item #s refer to job description.

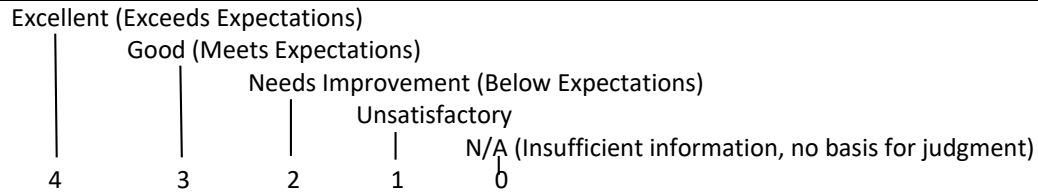
	Excellent (Exceeds Expectations) 4	Good (Meets Expectations) 3	Needs Improvement (Below Expectations) 2	Unsatisfactory 1	N/A (Insufficient information, no basis for judgment) 0	
<p><b>Board-President Relationship:</b> Provides the Board with adequate information and makes sound recommendations, properly performs duties of the board on its behalf, and implements Board policies. Maintains proper balance with respect to bringing policy matters to the Board and retaining administrative matters without Board involvement. Oversees preparation of all materials for Board meetings for sound policy decisions. #1, 2, 3, 13</p>	<p>Comments:</p>					
<p><b>Community Relations:</b> Is aware of community needs, promotes community involvement, and interacts with community people and organizations positively and effectively. Fosters a high level of credibility with all community stakeholders. #7, 9, 10, 13</p>						





Comments:

<p><b>Legislative Relations:</b> Represents the Board and provides leadership in informing and educating local legislators of issues of importance to the college. Participates in activities supporting these issues. Keeps the internal college community informed of legislative issues. Involves college staff, faculty, and students in legislative affairs when appropriate. Officially represents the college in contacts with local, state, and national governmental agencies. #6,10,11, 16</p>	<p><i>Mean:</i></p> <p><i>Median:</i></p>	
<p><b>College Relations:</b> Maintains cordial and effective working relationships with local school districts and counterparts from other colleges and universities. Works well with the College Foundation and other direct support organizations of the college. Meets social obligations of the presidency, demonstrates ability to represent the college in public forums. Promotes partnerships with other govt, civic, business, and educational institutions. #7, 8, 10, 11, 13, 14, 16</p>	<p><i>Mean:</i></p> <p><i>Median:</i></p>	
<p><b>Classified/Admin/Faculty Relationships:</b> Works effectively with staff to maintain and/or improve employee relations, keeps faculty and staff informed, and actively listens and responds to college matters and concerns. Has the confidence and respect of faculty and staff. #5, 6, 7, 9, 14, 16</p>	<p><i>Mean:</i></p> <p><i>Median:</i></p>	



Comments:

<p><b>Educational Program:</b> Identifies, understands, and implements the academic mission of the college. Engenders confidence as an educational leader, is up-to-date in curriculum and instructional trends and development, and effectively promotes general, transfer, and CTE education. Is responsive and innovative with respect to changes in the community and the delivery of educational services. #2,6, 7, 8, 12, 17</p>	<p style="text-align: center;"><i>Mean:</i></p> <p style="text-align: center;"><i>Median:</i></p>	
<p><b>Leadership Skills:</b> Identifies and analyzes problems and issues confronting the college, makes sound decisions, and promotes an atmosphere which encourages growth. Demonstrates a leadership style that inspires others. #6, 7, 13, A, B</p>	<p style="text-align: center;"><i>Mean:</i></p> <p style="text-align: center;"><i>Median:</i></p>	
<p><b>Fiscal Management:</b> Anticipates future needs for personnel, resources, and facilities; maintains necessary budget controls; operates the college in a fiscally prudent manner; and adheres to all applicable fiscal policies. #1, 4, 9, 12, 17</p>	<p style="text-align: center;"><i>Mean:</i></p> <p style="text-align: center;"><i>Median:</i></p>	
<p><b>Job Knowledge and Performance:</b> Understands and performs job duties as defined by board policies and job description, and executes mission and goals of the college. Has clear knowledge and understanding of a comprehensive community college and communicates the same to others. #1, 2, 7, 9, 12, 17</p>	<p style="text-align: center;"><i>Mean:</i></p> <p style="text-align: center;"><i>Median:</i></p>	

<p style="text-align: center;">           Excellent (Exceeds Expectations)            4            Good (Meets Expectations)            3            Needs Improvement (Below Expectations)            2            Unsatisfactory            1            N/A (Insufficient information, no basis for judgment)            0         </p>			Comments:
<p><b>Institutional Commitment:</b> Goals are consistent with the college mission and strategic plan and acts in the best interest of the college. Demonstrates vision with respect to the future of the college. Promotes nondiscrimination and climate supporting diversity in all forms. #2, 7, 9, 14</p>	<p><i>Mean:</i></p> <p><i>Median:</i></p>		
<p><b>Professional Development:</b> Includes own development needs in annual plan, knowledgeable about current trends for college presidents, participates in professional associations and activities, and engages in independent or formal study and/or research. #5, 6</p>	<p><i>Mean:</i></p> <p><i>Median:</i></p>		
<p><b>Personal Qualities:</b> Recognizes problems, gathers and evaluates facts, and reaches sound conclusions. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. Communicates effectively and appropriately in dealing with all stakeholders. Devotes adequate time and energy to effectively complete job. #13, 15, 16, A, B, C, D, E, F, G</p>	<p><i>Mean:</i></p> <p><i>Median:</i></p>		

B. Overall Summary of President's Performance and Comments:

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President's Acknowledgement here removed.

President's Comments:

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I, \_\_\_\_\_ acknowledge receipt of the evaluation \_\_\_\_\_.  
(Printed Name of President) (Signature) (date)

Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Cowley College Board of Trustees:

\_\_\_\_\_ Will allow automatic renewal of the President's employment contract for an additional period of one year. (Requires  $\geq$  50% vote of the Board of Trustees.)

\_\_\_\_\_ Will give written notice of non-renewal of the President's employment contract to the President by July 1, 20\_\_\_\_\_. (requires majority vote of the Board of Trustees.)