

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4314
Page 1 of 2

MANAGEMENT EVALUATION PROCEDURES

Purpose: The objectives of this process are to foster administrator excellence and promote the sensitivity and responsiveness of managers to the needs of the staff and students, as well as to the effective operation of all aspects of the College.

1. Each manager will be evaluated annually by his/her immediate supervisor. Every third year the evaluation will include information gathered from a survey pool, the size and composition of which will be determined by the immediate supervisor with suggestions from the manager and representatives from the faculty and classified staff.
2. For annual evaluations conducted by the immediate supervisor, the "Manager Evaluation: Supervisor's Summary" will be used as a format for the evaluation. Managers being evaluated will also complete the "Management Evaluation: Self Report" prior to the supervisor's evaluation.
3. Every three years, direct supervisor, direct subordinate(s) and peer responses will be part of every manager's evaluation information. In most cases, the supervisor will ask for information regarding a manager's performance from each of the college's major constituencies: faculty, classified staff, students and managers. Part-time faculty and part-time hourly classified staff may be appropriate members of the pool for some managers. Off-campus representatives may be included in the survey pool as appropriate. The survey instrument may need to be modified somewhat when polling off-campus representatives.
 - a. To develop the survey pool, the manager being evaluated will meet with his/her supervisor and present a suggested list of prospective pool members, as well as a rationale for the content. The manager could also identify an individuals he or she felt would be inappropriate and why. The manager and supervisor will develop a suggested survey pool and share the pool with the representatives of the faculty, classified staff and students for their suggestions. In the event of disagreement, the Superintendent/President will make the final determination of makeup of the survey pool.
 - b. On years when the survey pool is utilized, the forms for staff response (Manager Evaluation Survey: Managers, Faculty and Staff) and student response (Manager Evaluation Survey: Students) will be utilized.

R-4314

- c. The survey format asks that respondents identify which campus group they represent, but identifying signatures are optional, leaving the survey information anonymous if the respondent prefers.
4. The manager being evaluated will have the right to provide a written response to the evaluation. Any response by the manager will be included as an attachment to the evaluation. The supervisor has no obligation to provide a written response to the manager's response. All responses will become a part of the personnel file.
5. After the manager and supervisor have reviewed the evaluation and have exercised the option of adding a response, the evaluation will be forwarded to the Superintendent/President, that manager(s) will also receive a copy of the evaluation.
6. The Board of Trustees will review evaluations of all managers with the option to interview managers being evaluated.
7. In the case of concern regarding the performance of a manager, an additional evaluation may be scheduled as needed. In the event of an unfavorable evaluation, the supervisor will establish a timeframe for the manager to accomplish necessary improvements and a date for a follow-up evaluation.
8. Management evaluations are due to be completed and forwarded to the Superintendent/President on or before February 1 each school year. Surveys of faculty, classified staff and students should be scheduled to take into consideration variations in the school year which would make responses more likely.

Adopted 5/17/94