

BP 2435 EVALUATION OF CHANCELLOR

References:

ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board of Trustees and the Chancellor.

The criteria for evaluation shall be based on Board Policy, the Chancellor job description, and performance goals and objectives developed in accordance with Board Policy 2430 titled Delegation of Authority to Chancellor.

Date Adopted: May 15, 2007

Revised: November 25, 2014 (references only)

(Replaces Policy 1043)

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ACCJC Accreditation Standard IV.C.3 (formerly IV.A)

I. Overview

Evaluation is an ongoing process. Even though this document is intended for the annual formal evaluation of the Chancellor, it is also used as a checklist to keep the Board on track with its duties and those of the Chancellor.

It is important to assess each of the outlined items as occurring on a time line, considering what progress has been made over the past few years, and what is anticipated for the future.

II. Format

Approximately one month prior to his or her anniversary date with the District, the Chancellor orally presents a summary of his/her major achievements of the past year and goals for the future of the District. The Board and Chancellor then discuss the outlined items and any other appropriate subjects the Board may request.

III. Subjects for Evaluation May Include:

A. Committees

1. Board Committees are the vehicle used to flow information to the Board of Trustees. Does the Board feel comfortable with the information it receives about current programs and administrative functions? Some areas of consideration are:
 - a. Transfer programs
 - b. Vocational programs
 - c. Community service programs
 - d. Economic development activities and programs
 - e. Cal Works

- f. Competitive sports
 - g. Performance Riverside and other performing arts programs
 - h. Public safety education and training
 - i. RCC Foundation
 - j. Student activities
2. Is the opportunity for staff and student participation in the committee process adequate?
- B. Financial Information
1. Is the Board satisfied that it is receiving easily understood financial information required for good decision-making?
 2. Is the Board apprised of the annual audit, and the reports to the State regarding the District's financial status?
 3. Is the Board involved in the District's annual budget process before final budget is ready for approval?
- C. New Programs or Major Refocusing of Existing Programs
1. Is the Board kept apprised of new ideas for review and input to programs before the community is approached or major decisions made?
 2. Is appropriate planning, including needs assessments, sufficient for new or refocused programs?
 3. Can the Board assist in making the District more responsive to community needs?
 4. Is the planning process for new programs adequate?
 5. Is the planning process for new facilities adequate?
 6. Are the planning processes for the entire District adequate?

D. Student Services

1. Do our students reflect the cultural diversity of our community?
2. Is a cultural and economically diverse student body a high priority?
3. Is registration efficient and user-friendly?
4. Are our students safe on campus? Do they feel safe?

E. Chancellor and Staff Relationships

1. Are students' needs the top priority?
2. Is participatory governance suitably and adequately accomplished?
3. Does the Board have effective and appropriate means of communication with staff?
4. Does the staff reflect the cultural diversity of our community?
5. Is the Board apprised in a timely fashion of relevant information about staffing problems?
6. Are job descriptions and pay scales clearly defined and reviewed regularly?
7. Are hiring and firing regulations and procedures enforced?
8. Are District policies and procedures enforced, including collective bargaining agreements?
9. Is staff professional development clearly defined and promoted?

F. Board of Trustees and Chancellor Relationship

1. Does a climate of mutual trust and support exist between the Board of Trustees and the Chancellor?
2. Does the Board of Trustees regularly assess the Chancellor?

3. Does the Board understand the priorities of each of the major initiatives of the District?
4. Is the Chancellor utilizing the unique talents of the members of the Board of Trustees?
5. Are there other appropriate roles in which the Board of Trustees members would like to be more deeply involved?
6. How can the Chancellor assist the Board of Trustees members to function more effectively?
7. How can the Board of Trustees assist the Chancellor in accomplishing the District's goals more effectively?
8. Other subjects?

Office of Primary Responsibility: Board of Trustees

Date Approved: May 15, 2007

Revised: September 18, 2012

Revised: November 26, 2014 (References only)

(Replaces Regulation 1043)