## **Glendale Community College District**

## 7151 Administrative Regulation

## **EVALUATION FOR ACADEMIC ADMINISTRATIVE PERSONNEL**

The purpose of the evaluation process is to assess and improve the fitness of administrators to perform and to continue in their assignments. They will be evaluated within the first year of hire and at least once every three years thereafter in accordance with the following process:

- 1. The Glendale College Academic Senate and the Glendale College Guild will jointly appoint one Glendale College faculty member deemed to have knowledge regarding the performance of the manager being evaluated. This faculty appointment must be mutually acceptable to the evaluatee. The CSEA will appoint one representative deemed to have knowledge regarding the performance of the manager being evaluated, also mutually acceptable to the evaluatee. The specified manager will also select one representative.
- 2. The evaluation committee will complete the Management Feedback Form and meet with the evaluatee to discuss the ratings.
- 3. The administrator's immediate supervisor will complete the Academic Management Evaluation Form. The supervisor will discuss the appraisal and related comments with the evaluatee. In areas of weakness noted, the supervisor adds to the comments on the form any decisions and mutual agreements reached with the evaluatee on plans for improvement. This information is summarized and indicated on the evaluation form as being "meets expectations" or "exceeds expectations" or "needs to improve and the form is forwarded to the appropriate Vice President.
- 4. By February 1, the Vice President shall forward the evaluation form to the Superintendent/President including recommendations for retention and any other comments regarding the administrator's evaluation. The completed form and related documents discussed with the evaluatee are retained in the evaluatee's personnel file located in the Office of Human Resources.

Reference: Education Code, Section 88013

Adopted: 03/31/83 Revised: 04/08/11