



**Origination:** 05/2013  
**Last Approved:** 01/2017  
**Last Revised:** 01/2017  
**Next Review:** 6 years after approval  
**Owner:** Board Board:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:**

## AP 2435 Evaluation of the Chancellor

(Replaces current SBCCD AP 2175)

### A. Frequency of Evaluation

~~The Chancellor will be evaluated at least annually in accordance with BP-2435 titled Evaluation of the Chancellor.~~

### B. Evaluation Committee

~~By the first day of the 3rd month of assignment of the evaluation year, the Board and the Chancellor will meet and mutually agree upon the formation of an evaluation committee. The evaluation committee is advisory to the Board of Trustees and the Board of Trustees will be responsible for preparation of the Chancellor's evaluation. The evaluation committee shall include the following members:~~

- ~~• One manager from San Bernardino Valley College (SBVC) selected by the SBVC President from among the three names submitted by the Chancellor.~~
- ~~• One manager from Crafton Hills College (CHC) selected by the CHC President from among the three names submitted by the Chancellor.~~
- ~~• One manager from the District Office selected through a process of nomination and voting conducted by all District Office managers from among the three names submitted by the Chancellor.~~
- ~~• One faculty member appointed by the Academic Senate from San Bernardino Valley College from among the three names submitted by the Chancellor.~~
- ~~• One faculty member appointed by the Academic Senate at Crafton Hills College from among the three names submitted by the Chancellor.~~
- ~~• One classified employee from San Bernardino Valley College appointed by the CSEA from among the three names submitted by the Chancellor.~~
- ~~• One classified employee from Crafton Hills College appointed by the CSEA from among the three names submitted by the Chancellor.~~
- ~~• One classified employee from the District office appointed by CSEA from among the three names submitted by the Chancellor.~~
- ~~• One student from San Bernardino Valley College selected by the Associated Student Body.~~
- ~~• One student from Crafton Hills College selected by the Associated Student Body.~~

### C. Campus/District Survey

~~The evaluation committee shall seek written feedback from all permanent employees and, applicable~~

~~community leaders. To assist in this task, the Chancellor will provide the committee with a preliminary list of applicable community leaders. The Board of Trustees may provide additional names of community members.~~

~~The evaluation committee shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the summary is prepared. A copy of the summary will be made available to the Chancellor.~~

**~~D. Evaluation Report for the Chancellor~~**

~~The committee will produce a written evaluation report within two months following the start of the evaluation process. The report shall include:~~

- ~~1. A summary of duties from the job description, which shall serve as a basis for the evaluation.~~
- ~~2. A summary list of the goals and objectives from the prior year.~~
- ~~3. A self-evaluation from the Chancellor including a reflection of the year including achievements, areas for improvement, and identified challenges to address in the future and or any other items that the Chancellor submitted to the committee.~~
- ~~4. An assessment of the management and leadership strengths of the Chancellor.~~
- ~~5. The identification of any areas in which the Chancellor can improve his/her performance or management skills.~~

~~The advisory report shall be signed by all members of the Evaluation Committee. The Board of Trustees and the Chancellor shall receive a copy of the evaluation report.~~

**A. Frequency of Evaluation**

The Chancellor will be evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor.

**B. Evaluation Committee**

By October 1, each year, the Board and the Chancellor will meet and mutually agree upon the formation of a Board Evaluation Committee.

The Board of Trustees Evaluation Committee and/or consultant agreed upon by the Board will seek written feedback from every manager, academic and classified senate presidents, CTA and CSEA presidents, and community representatives as agreed upon by the Chancellor and the Board.

Additionally, written feedback will be requested from a random sample of 40% of the faculty and classified staff who are not members of their unit senates.

A minimum of three (3) weeks will be given to return the written feedback to the person designated by the Board.

The form(s) will be formulated by the Board of Trustees Evaluation Committee and will be approved by the Board.

Each member of the Board will complete an evaluation of the Chancellor using a form agreed upon by the Board.

A consolidated evaluation summary will be prepared by the Board of Trustees Evaluation Committee and/or consultant within six (6) weeks of the start of the evaluation process.

The Board shall have 60 days to give the Chancellor the official evaluation. The evaluation shall be signed by

all members of the Board. The Chancellor shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. This response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. One copy will remain in the possession of the Chancellor one copy will remain with the Board's attorney, and the original will become a part of the official file in the Human Resources Office.

As part of the evaluation meeting, the Board and the Chancellor will set new short- and long-term goals and objectives.

## Reference:

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

## Attachments:

[AP 2435 Evaluation of the Chancellor - Comments](#)

[AP 2435 Evaluation of the Chancellor - Legal Citations](#)

## Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board:	pending
Board of Trustees 1st reading	Board Board: [SN]	01/2018
District Assembly 2nd reading	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	11/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	10/2017
Chapter owners are notified	Board Board: [SN]	10/2017

**Sent for re-approval** by Nikac, Stacey: Administrator

9/26/2017, 3:35PM EDT

send to policy committee for review

**Draft saved** by Board, Board:

10/23/2017, 4:15PM EDT

**Edited** by Board, Board:

10/23/2017, 4:16PM EDT

10/12/17 - The BOT Policy Committee met and recommended the changes.

**Last Approved** by Board, Board:

10/23/2017, 4:17PM EDT

10/12/17 BOT Policy Committee recommended these changes.

**Draft saved** by Nikac, Stacey: Administrator

10/24/2017, 7:19PM EDT

**Edited** by Nikac, Stacey: Administrator

10/24/2017, 7:20PM EDT

10/24/17 per email from Donna Ferracone, it should say formation of a Board Evaluation Committee.

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**Last Approved** by Board, Board: 10/24/2017, 7:20PM EDT

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**Approval Flow Updated in Place** by Nikac, Stacey:  
Administrator 10/30/2017, 2:22PM EDT

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**Last Approved** by Chancellor's Cabinet, Chancellor's Cabinet: 10/30/2017, 5:39PM EDT

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10/30/17 - move forward to DA

**Last Approved** by District Assembly, District Assembly: 11/25/2017, 4:59PM EST

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11/14/17 - sent to DA for information

**Last Approved** by District Assembly, District Assembly: 11/25/2017, 4:59PM EST

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11/14/17 - sent to DA for information

**Comment** by District Assembly, District Assembly: 1/24/2018, 11:12PM EST

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11/30/17 - BOT Policy Committee agreed to hold the AP and have further discussion to review proposed changes and to add a revised timeline.

**Last Approved** by Board, Board: 1/24/2018, 11:20PM EST

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12/14/17 - Board approved 1st reading

