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4 MANAGEMENT EVALUATION - CHANCELLOR

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6 **A. Frequency of Evaluation**

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8 The Chancellor will be evaluated once per year for the first two years of employment, and every
9 three years thereafter. Evaluations may be held on a more frequent basis when deemed
10 necessary by the Board of Trustees.

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12 **B. Evaluation Committee**

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14 By September 1 of the evaluation year, the Board and the Chancellor will meet and mutually
15 agree upon the formation of an evaluation committee. The evaluation committee is advisory to
16 the Board of Trustees and the Board of Trustees will be responsible for preparation of the
17 Chancellor's evaluation. The evaluation committee shall include the following members:

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19 The Chancellor will nominate three individuals from each of the categories below, from which the
20 appointment to the evaluation committee will be made by the constituency group named.

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- 23 • One manager from San Bernardino Valley College (SBVC) selected by the SBVC President
24 from among the three names submitted by the Chancellor.
 - 25 • One manager from Crafton Hills College (CHC) selected by the CHC President from among
26 the three names submitted by the Chancellor.
 - 27 • One manager from the District Office selected through a process of nomination and voting
28 conducted by all District Office managers from among the three names submitted by the
29 Chancellor.
 - 30 • One faculty member appointed by the Academic Senate from San Bernardino Valley
31 College from among the three names submitted by the Chancellor.
 - 32 • One faculty member appointed by the Academic Senate at Crafton Hills College from
33 among the three names submitted by the Chancellor.
 - 34 • One classified employee from San Bernardino Valley College appointed by the CSEA from
35 among the three names submitted by the Chancellor.
 - 36 • One classified employee from Crafton Hills College appointed by the CSEA from among the
37 three names submitted by the Chancellor.
 - 38 • One classified employee from the district office appointed by CSEA from among the three
39 names submitted by the Chancellor.
 - 40 • One student from San Bernardino Valley College selected by the Associated Student Body.
 - 41 • One student from Crafton Hills College selected by the Associated Student Body.

42 In each case, the Chancellor will nominate three individuals from each category, (management,
43 faculty, classified and student), from which the appointments shall be made.

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45 **C. Campus/District Survey**

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47 The evaluation committee shall seek written feedback from applicable managers, faculty, classified
48 staff, community leaders, and others, who are in a position to know how effectively the Chancellor is
49 performing the assigned responsibilities. To assist in this task, the Chancellor will provide the
50 committee with a preliminary list of those with whom he/she interacts with on a regular basis. The
51 committee may add names of managers, faculty and classified staff to this list. The Board of
52 Trustees may provide additional names of community members.

55 Responses to the survey shall be signed, and the evaluation committee shall prepare a consolidated
56 summary of the ratings and comments. Unsigned survey forms shall not be included in the
57 consolidated summary. Original survey documents will be destroyed once the consolidated
58 summary is prepared. A copy of the consolidated summary will be made available to the Chancellor.
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60 **D. Evaluation Report for the Chancellor**

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62 The committee will produce a written “advisory” report no later than November 7th. The report shall
63 include:

- 64 1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
- 65 2. A summary list of the goals and objectives from the prior year.
- 66 3. A self-evaluation from the Chancellor including a portfolio of representative work, or any
67 other items that the Chancellor submitted to the committee.
- 68 4. An assessment of the management strengths of the Chancellor.
- 69 5. The identification of any areas in which the Chancellor can improve his/her performance or
70 management skills.
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72 The advisory report shall be signed by all members of the Evaluation Committee. The Board of
73 Trustees and the Chancellor shall receive a copy of the evaluation report.
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75 The Board shall have 60 days to give the Chancellor the official evaluation. The evaluation shall be
76 signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report,
77 and will have an opportunity to attach a written response within fifteen working days. This response
78 may offer clarification, additional information, or a rebuttal. There will be only three copies of a
79 completed evaluation. One copy will remain in the possession of the Chancellor one copy will
80 remain with the Board's attorney, and the original will become a part of the official file in the
81 Personnel Office.
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83 As part of the evaluation meeting, the Board and the Chancellor will set new short- and long-
84 term goals and objectives.
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