

Mt. San Antonio Community College District

Administrative Employees Evaluation Procedures

This evaluation procedure is intended to be used only with the accompanying evaluation instrument. This procedure is not correlated with any previous evaluation process or instrument(s) used at Mt. San Antonio College. This evaluation process is not to be used to evaluate the President/CEO or Vice President positions.

Procedure:

Evaluation Period: Administrators should be evaluated during the first year of employment and every two (2) years thereafter.

Component A: Review of Professional Goals/Objectives for the Evaluation Period

The administrator being evaluated completes Component A, stating his/her personal goals/objectives for the evaluation period (page 1). The form requires the signature of the administrator being evaluated.

The supervisor reviews the administrator's goals/objectives for the evaluation period, approves or disapproves the goals/objectives and signs the page 2 form with comments, if necessary, in the comment box provided.

Component B: Performance

The evaluating administrator completes the twelve (12) performance elements of the evaluation instrument, marking the box that most accurately describes the administrator's performance for that particular area. Do not mark in between two assessment options.

Note: Specific comments are required for factors rated below satisfactory.

If certain elements of the evaluation instrument are not relevant to the administrator being evaluated, leave that area blank or mark not applicable.

The evaluating administrator completing the evaluation may solicit input from employees under the supervision of the administrator being evaluated in developing the final evaluation.

Component C: Review Process (page 6)

The evaluating administrator must meet with the administrator being evaluated to review the evaluation and the evaluatee's goals for the next evaluation period.

The administrator being evaluated is asked to sign this form following the evaluation review. The administrator's signature doesn't mean that he/she necessarily agrees with the evaluation, but merely that he/she has reviewed the evaluation with the supervisor.

There is also an area for comments by the next-level supervisor if he/she wishes to comment.

Component D: Goals/Objectives for the next Review Period (page 7)

After the evaluation is completed and the supervisor has reviewed the results with the employee, the administrator being evaluated develops his/her professional goals/objectives for the next review period. These goals/objectives are reviewed and mutually agreed to by both the evaluatee and the evaluator. Signatures at the bottom of page are required.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE EMPLOYEES EVALUATION FORM**

EVALUATION TYPE: **ANNUAL**____ **OTHER**____
(If "OTHER", please explain.)

EVALUATION PERIOD: **FROM** _____ **TO** _____

Employee	Department
Title	Evaluator

COMPONENT B: PERFORMANCE

PLEASE ASSESS THE PERFORMANCE OF THE EMPLOYEE IN EACH OF THE FACTORS LISTED. SPECIFIC COMMENTS ARE REQUIRED FOR FACTORS RATED BELOW SATISFACTORY.

- 1. Planning and Organization** – Develops achievable objectives and goals. Sets logical and effective courses of action. Makes efficient use of all resources. Works cooperatively and collaboratively with faculty, staff, and students in situations calling for teamwork.

Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

- 2. Leadership Qualities** – Inspires confidence, respect, enthusiasm and cooperation. Performs duties and responsibilities with integrity and high professional standards. Is accessible for consultation and appointments.

Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

3. Supervisory Skills – Fosters a consistent, productive work environment, builds morale, counsels, guides and evaluates staff accurately. Stimulates staff to excel. Delegates and assigns tasks appropriately. Listens to and considers the points of view of others in establishing supervisory practices. Functions well in a multicultural environment. Provides opportunities for staff training and professional growth activities.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

4. Oral and Written Communication – Delivers articulate presentations. Prepares clear, concise written communication. Responds promptly to requests for information and assistance.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

5. Budgeting – Prepares accurate budget projections. Able to operate effectively within budget allocation. Uses innovative methods to leverage fund allocations.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory NA

Comments: _____

6. Judgment/Decision Making – Analyzes situations and data and makes appropriate decisions. Forms objective opinions. Exercises foresight. Demonstrates flexibility and resourcefulness. Relates decisions, activities, goals and objectives to the philosophy and goals of the institution.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

7. **Initiative** – Self-motivated. Able to work independently. Seeks greater responsibility.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

8. **Creativity** – Develops and implements new ideas and methods when appropriate.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

9. **Attitude** – Committed to college objectives and philosophy. Represents the college community well. Is collegial in dealings with others.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

10. **Knowledge and Experience** - Knows and follows institutional policies and practices. Solves problems appropriately. Professional development plan and activities reflect recognition of deficiencies in knowledge and experience and continued growth.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

11. **Sensitivity** - Demonstrates interest in developing, utilizing and celebrating the talents of co-workers and team members. Listens to, considers and respects the views of others and provides appropriate feedback. Provides opportunities to fully participate in group decisions.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

12. Relationships With Other College Groups – Collects and uses input from others when making decisions. Takes an active roll in the participatory governance process.

- Outstanding Above Satisfactory Satisfactory Needs Improvement
 Unsatisfactory

Comments: _____

COMPONENT C: REVIEW PROCESS

My signature acknowledges that I have read and discussed this evaluation with my supervisor. My signature does not necessarily mean that I concur with the evaluation. When new goals and objectives are attached to this administrative review, I understand that the evaluation will become a permanent part of my personnel file. I have the right to submit written comments within ten (10) working days and the right to have those comments attached to this evaluation for inclusion in my personnel file.

Employee: _____ Date: _____
Signature

Supervisor/Evaluator: _____ Date: _____
Signature

Reviewed by: _____ Date: _____
Next-level Administrator

Comments of next-level administrator: (Optional)

