

# **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.