



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

Administrator Evaluation Process

1. Definitions

1A. Administrators in the Ventura County Community College District include:

- President
- Executive Vice President
- Vice President
- Vice Chancellor
- Associate Vice Chancellor
- Dean
- Directors (Academic and Classified)
- Chief of Police
- College Business Manager
- Assistant Dean

1B. Performance evaluations are conducted annually with the goal of providing feedback for the past year to administrators on:

1B.1 Communication Skills

- Demonstrates ability to inform and persuade others
- Verbal and written communication is clear and concise but sufficiently detailed to explain complex issues
- Effectively conveys and articulates needs and goals
- Effectively conveys important administrative information to employees
- Keeps appropriate parties informed of developing issues
- Listens to, encourages, and welcomes a diversity of opinions

1B.2 Leadership

- Develops a vision, uses innovation and takes initiative in building that vision
- Models high personal standards of fairness, honesty, and integrity
- Demonstrates sound judgment in responding to situations
- Demonstrates ability to solve problems in assigned area
- Inspires respect, confidence, enthusiasm and cooperation
- Demonstrates flexibility and resourcefulness
- Models excellence in customer service
- Sets clear, reasonable expectations for employees to demonstrate excellence in customer service





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- Effectively manages the workforce while adhering to collective bargaining agreement requirements, education code provisions, and various employment laws

1B.3 Administrative Skills

- Attends to administrative details in a timely manner
- Schedules meetings appropriately
- Uses meeting time effectively and efficiently
- Effectively structures, prioritizes, delegates, arranges and facilitates assigned tasks
- Establishes work direction, clearly sets priorities, defines and assigns tasks appropriately
- Demonstrates ability to work effectively despite pressures of deadlines, crises, and changing demands
- Identifies, utilizes, and develops human resources to serve needs
- Monitors expenditures to ensure budget compliance
- Demonstrates flexibility and resourcefulness
- Demonstrates ability to work effectively within District policies, procedures, guidelines, and processes
- Seeks advice and counsel from business and administrative services and human resources, when appropriate

1B.4 Goals achieved in the past year

- List the goal cited in last year's evaluation and a status report on progress toward those goals

1B.5 Goals developed for the coming year

- Identify goals for the coming academic year

2. Evaluation components

2A. Feedback from college/district community

Each year the *Administrator Evaluation Survey* is distributed by the supervisor to selected members of the college community as agreed upon by the supervisor and evaluatee.





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2B. Self-evaluation

Each year the evaluatee completes the *Administrator Self Evaluation Summary*, which calls for self-reflection on the past year's performance, progress on the past year's goals and the identification of future goals for the coming year.

2C. Supervisor's evaluation

Each year the supervisor completes the *Supervisor's Evaluation* which calls for:

- A narrative summary of the supervisor's observations
- A summary of the survey responses received from the college/district community, and
- An analysis of progress on the past year's goals

2D. Review by the College President or Chancellor

3. Timeline for the Administrator Evaluation Process

First week of March:

1. Human Resources Department posts the following evaluation forms to the District's Intranet:
 - a) *Administrator Evaluation Process*
 - b) *Supervisor's Evaluation Form*
 - c) *Administrator Self Evaluation Summary*
2. Human Resources Department sends:
 - a) Supervisor notice of all evaluations under their areas of supervision
 - b) Supervisor electronic link to the *Administrator's Evaluation Survey* and
 - c) Instructions for the Survey's Distribution
3. Supervisor meets with the administrator to be evaluated, and determines the appropriate recipients for the *Administrator Evaluation Surveys*.





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Mid-April

Supervisor distributes the *Administrator Evaluation Survey* link to the selected group with a due date of the first week of April.

Survey results are compiled by the Human Resources Department and forwarded to the supervisor electronically.

Mid-May

Administrator completes the *Self Evaluation Summary* with a completion due date of the end of April. The administrator includes the previous year's goals.

Human Resources Department sends email to evaluatee advising of the *Self-Evaluation* due date(s).

Mid-June

Supervisor analyzes the survey results and shreds the completed surveys. Supervisor incorporates observations and salient information from the surveys into the *Supervisor's Evaluation Form*.

Supervisor's Evaluation is reviewed by the College President or Chancellor.

First Week of July

Supervisor and evaluatee meet to review all documents.

July 15th

Completed evaluations are due to Human Resources.

