CHANCELLOR'S PROCEDURES FOR POLICY
607.01: EVALUATION OF SYSTEM PRESIDENTS

1. **Purpose of Evaluation.**
   The evaluation process is conducted for the following purposes:
   A. To foster and support the effective leadership of college Presidents
   B. To strengthen job performance
   C. To ensure accountability
   D. To assist in career development
   E. To enhance communication and partnership in pursuing goals and the strategic planning of the Alabama Community College System
   F. To comply with the policy of the ACCS Board of Trustees and the evaluation standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the Council on Occupational Education (COE).

2. **Annual Evaluation Process: Presidents Who Have Served Three Years or Less.**
   The Chancellor shall annually evaluate Presidents who have served three years or less. The evaluation period shall begin with the President's anniversary date and conclude one year later.

   A. At the beginning of the President's first year, the Chancellor and President shall identify goals and expectations for the first evaluation period.

   B. At end of the evaluation period, the Chancellor shall request the President submit a self-review and supporting documentation. Not more than 30 days following the request, the President shall provide to the Chancellor:

       a. A completed self-review of job performance on the essential components of the position of President (identified in section 5 below)

       b. Updated annual goals for the next year

       c. Additional college materials including:

           i.   Strategic Plan
           ii.   Facilities Master Plan
           iii. Annual Report
           iv.   Enrollment Management Plan
           v.   SACSCOC documentation (e.g., QEP, Fifth Year Report, Reaffirmation Reports)
           vi.   Campus Safety and Security Plan
           vii. Cyber and Electronic Information Security Plan
           viii. President's Professional Development Plan

   C. After receiving documentation from the President, the Chancellor will schedule a meeting to discuss the self-review and the annual goals. Within 30 days following the

meeting, the Chancellor shall prepare and send an Evaluation and Feedback Report that highlights commendations and areas of concern, and evaluates the effectiveness of the President.

D. At the Chancellor's discretion, the Chancellor and select executive staff from the system office shall meet at the college with the President and select members of the President's executive staff at the conclusion of year one and year three. The discussion will include the status of the institution, progress toward institutional and system goals, as well as dialogue on challenges and opportunities. The visit may include additional discussion points and tours of the institution as determined by the Chancellor and President.

3. **Comprehensive Evaluation Process: Presidents Who Have Served More Than Three Years.**

The Chancellor shall conduct a formal comprehensive evaluation process for Presidents who have served longer than three years. The comprehensive evaluation shall occur at least every three years.

A. At the end of the evaluation period, the Chancellor shall request the President submit a self-review and supporting documentation.

    a. Not more than 30 days after receiving the request, the President shall provide a completed written self-review of job performance on the essential components of the position as President (provided in section 5 below). The self-review shall not exceed 30 pages. Additional college materials to accompany the self-review should include:

        i.   Strategic Plan
        ii. Facilities Master Plan
        iii. Annual Report
        iv. Enrollment Management Plan
        v.   SACSCOC documentation (e.g., QEP, Fifth Year Report, Reaffirmation Reports)
        vi. Campus Safety and Security Plan
        vii. Cyber and Electronic Information Security Plan
        viii. President's Professional Development Plan

    b. Within 45 days of receiving self-review materials from the President, a team comprised of the Chancellor and select executive staff from the system office shall meet at the college with the President and select members of the President's staff. The discussion will include the status of the institution, progress toward institutional and system goals, as well as dialogue on challenges and opportunities. The visit may include tours of the campus as determined by the Chancellor and President.

c. Within 30 days following the visit, the Chancellor shall prepare and send an Evaluation and Feedback report that summarizes the visit, highlights commendations and areas of concern, and evaluates the effectiveness of the President.

d. Not more than a month following the receipt of the Chancellor's evaluation report, the President will respond to the report as necessary. Additional updates and/or visits to the institution may be required as directed by the Chancellor.

4. From time to time, the Chancellor may conduct or initiate additional evaluations or reviews of the performance of any President, whether formal or informal, written or oral, and with or without the assistance of others, as the Chancellor may determine.

5. The Essential Job Components to be addressed in the President's self-review are:

A. Demonstrated Leadership
B. Financial Management (including the college's current budget, most recent financial statement, and most recent audit report)
C. Fundraising Initiatives (grants or private sources)
D. Physical Plant
E. Instructional Programs
F. Student Services
G. Workforce Development
H. Adult Education
I. Institutional Planning and Management
J. Campus Environment

Attached are the Presidential Evaluation Self-Review and Chancellor's Evaluation and Feedback Report forms to be used in association with this policy and procedure.

If, as a result of the evaluation process a president receives a "Did Not Meet Job Expectations" for any of the essential job components provided in this paragraph, the Chancellor must notify the president in writing of the deficiency, specify whether a written action plan must be submitted, and provide the timeline in which the deficiency must be corrected. By no later than the expiration of the timeline, the Chancellor must confirm in writing whether the deficiency has been corrected.

6. **Evaluation of Interim Presidents.**

As appropriate, the Chancellor may conduct or initiate an evaluation or review of the performance of an Interim President, whether formal or informal, written or oral, and with or without the assistance of others, as the Chancellor may determine.

7. The policy and procedures for the evaluation of Presidents will be reviewed every five years.

Alabama Community College System
PRESIDENTIAL EVALUATION
Self-Review
(30 page limit)

1. **Demonstrated Leadership**
    Please describe how you have provided leadership at your institution. Your narrative should highlight examples of how you have:

    A. Exercised good judgement
    B. Fostered a healthy campus climate of inclusion
    C. Built/cultivated organizational talent
    D. Created and implemented a vision for your institution
    E. Demonstrated commitment to and support of your community

2. **Financial Management**

    Please describe your college's budget and financial performance

3. **Initiatives**

    Please describe your college's performance in generating external funding to support the programs and services of the college.

4. **Physical Plant**

    Please describe the condition of your college's facilities, and how well they are supporting the college and community needs.

5. **Instructional Programs**

    Please describe the performance of your college's instructional programs.

6. **Student Services**

    Please describe the performance and achievements of your college's service to students. Specifically, address efforts you have made to create a student-centric environment.

7. **Workforce Development**

    Please describe your college's efforts and performance in Workforce Development, and your role in economic and workforce initiatives. Specifically, address how your college is responding to the needs of business, industry and potential employers in your service area.

8. **Adult Education**

Please describe your college's performance in Adult Basic Education, General Educational Development (GED), and English as a Second Language (ESL) programs.

9. **Institutional Planning and Management**

Please describe your performance and leadership in developing, implementing, and achieving excellence in institutional planning and management. Specifically, what strategies have you employed to ensure that your institution stays relevant, and addresses both the contemporary and future needs of its community?

10. **Campus Environment**

What efforts have you made to create and ensure a safe environment for personnel and students?

What efforts have you made to create and ensure an environment that protects electronic information from Cyber attack and ensures applicable privacy and data retention, e-backup and disaster recovery measures are in place?

Alabama Community College System
PRESIDENTIAL EVALUATION
Chancellor's Evaluation and Feedback Report

Name of President: _____ **Date:** _____

Institution: _____

Chancellor: _____

1. **<u>Demonstrated Leadership</u>**

    Met Job Expectations   **Did Not Meet Job Expectations**

    Additional Comments:

2. **<u>Financial Management</u>**

    Met Job Expectations   **Did Not Meet Job Expectations**

    Additional Comments:

3. **<u>Fundraising Initiatives</u>**

   Met Job Expectations   **Did Not Meet Job Expectations**

   Additional Comments:

4. **<u>Physical Plant</u>**

   Met Job Expectations   **Did Not Meet Job Expectations**

   Additional Comments:

5. **<u>Instructional Program</u>**

   Met Job Expectations   **Did Not Meet Job Expectations**

   Additional Comments:

6. **<u>Student</u> Services**

   Met Job Expectations   **Did Not Meet Job Expectations**

   Additional Comments:

7. **<u>Workforce Development</u>**

Met Job Expectations   **Did Not Meet Job Expectations**

Additional Comments:

8. **Adult Education**

   Met Job Expectations   **Did Not Meet Job Expectations**

   Additional Comments:

9. **Institutional Planning and Management**

   Met Job Expectations   **Did Not Meet Job Expectations**

   Additional Comments:

10. **Campus Environment**

   Met Job Expectations   **Did Not Meet Job Expectations**

   Additional Comments:

Final Comments:

_____   _____
Chancellor's Signature   **Date**

Your signature will indicate that you have received a copy of this evaluation and have discussed with the Chancellor. Your signature does not indicate agreement with the evaluation. If you choose to respond in writing to the evaluation, you may do so within ten (10) days, and your written response will be attached to the evaluation.

_____   _____
President's Signature   **Date**

_____   _____
Chancellor's Signature   **Date**