

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

1. Every three years, each President shall submit the following documentation to the Chancellor:
 - A. A Presidential Evaluation Self-Review,
 - B. Goals for the next three years, and
 - C. Any documents requested by the Chancellor.
2. The Chancellor will review and provide comments as he deems necessary in the Chancellor's Evaluation Report.
3. 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.
4. This procedure may be modified by the Chancellor at any time.

Alabama Community College System
PRESIDENTIAL EVALUATION
Self-Review
(30 Pages Limit)

1. Demonstrated Leadership

Please describe how you have provided effective 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. Managed and resolved crises, problems, or conflicts.

2. Financial Management

Please how you have kept the Chancellor advised of the financial condition and needs of your College and describe your college's long-range strategic planning process and goals, budget and financial performance.

3. Fundraising Initiatives (Grants and External)

Please describe your college's performance in generating external funding to support the programs and services of the college. Also describe how you have developed a strong College foundation and how much has been raised annually as well as what and when employee contribution drives have been offered and how much raised.

4. Physical Plant

Please describe how you personally supervise and maintain College buildings, grounds, and equipment, as well as 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, including how you have expanded enrollment and dual enrollment, improved articulation, reduced the need for remediation, created seamless pathways from high school to the College for more students, ensured a culture of continuous improvement in teaching and learning that leads to increased student success, and increased the success rate of each of the College's top-ten high-enrollment courses.

6. **Student Services**

Please describe the performance and achievements of your college's service to students and historically underserved populations. Specifically, address efforts you have made to develop and implement effective recruitment, marketing, and retention plans and increased FASFA completion. Provide your specific numbers per year in annual enrollment of student FTE, the annual college-wide fall-to-spring persistence rate, the annual college-wide fall-to-fall retention rate, the annual college-wide rate of actively enrolled students meeting the 12-credit-hour attainment benchmark, the unduplicated headcount of for-credit students representing underserved populations (minorities, adults aged 25 or older, and Pell-eligible students) annually, number of short certificates awarded yearly, number of long certificates awarded yearly, number of associate degrees awarded yearly, and the percent of dual enrollment students who earn a formal award (STC, CER, AA, AS, AAS, AAT, or AOT) within 4 years.

7. **Workforce Development**

Please describe your college's current development of training and educational offerings that facilitate growth in business and industry, and your personal role in economic development and workforce initiatives. Specifically, address how your college monitors workforce needs and is responding to the needs of business, industry and potential employers in your service area, how you are awarding an approved industry-recognized credential to a greater percentage of the college's CTE concentrators (as defined and reported on the annual Perkins Report) each year, how your CTE programs are partnering with business and industry, and how you have increased investments in training facilities and equipment for CTE/WFD.

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. Specifically note the (1) annual enrollment (with 12 hours or more of instruction) of eligible working-age adults without a high school diploma or GED in the College's Adult Education program each year, (2) the number of GEDs awarded to Adult Education students each year, (3) the percent of AE students who enter employment per year and (4) the percent of Adult Education students who transition to postsecondary education/training (for-credit or non-credit) at the college per year.

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**

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

11. **ACCS Support**

Please describe how and when you have cooperated and supported the ACCS Board, Chancellor, System Office, and/or sister institutions to enhance and promote the continued development and effectiveness of the ACCS.

12. **Strengthen Relations with External Community**

Please describe how and when you have enhanced, fostered, cultivated, led by example, participated, strengthened partnerships, and promoted strong, positive, relationships with local business and industry, community organizations, K-12 schools, and elected state and community leaders.

13. **Compliance**

Please describe the college's performance in compliance with financial aid, grant programs, accreditation, auditing, ACCS and College policy, and federal and state law at the College and discuss the effectiveness of those actions.

**Alabama Community College System
PRESIDENTIAL EVALUATION
Chancellor's Evaluation Report**

Name of President: _____ Date: _____

Institution: _____

Chancellor: _____

During this evaluation cycle, the President generally

Met Job Expectations

Did Not Meet Job Expectations

Additional Comments:

Chancellor's Signature

Date

Your signature will indicate that you have discussed your evaluation with the Chancellor. Your signature does not indicate agreement with the evaluation.

President's Signature

Date