



Confidential Administrator Evaluation

Overview

Confidential Administrators (Vice Presidents, Associate Vice Chancellors, Confidential Directors), under direction of the President/Vice Chancellor plan, organize and direct college/district programs in support of district goals and objectives.

Confidential Administrator evaluations shall be conducted at least annually, and will comply with any requirements set forth in the contract of employment and other applicable rules, policies, regulations, and procedures.

The evaluation process and criteria are based on Board policies, the position description, and performance goals and objectives developed jointly by the President/Vice Chancellor and the Confidential Administrator. The evaluation process shall include a self-assessment that addresses job performance, including a review of progress in achieving prior goals, and a peer feedback component.

Process

1. Evaluations of Confidential Administrators will be conducted annually, as follows:
 - a. A comprehensive evaluation will be conducted prior to the end of the first year of employment and again every year thereafter.
 - b. The comprehensive evaluation process will include:
 1. A self-assessment review of progress and accomplishments;
 2. Feedback questionnaire to allow input from subordinates and colleagues (first year and contract renewal years only);
 3. Supervisor's appraisal of performance relative to the position description of essential duties and responsibilities including assessment of progress toward performance goals (narrative);
 - c. Components 1 – 3 will be compiled in the supervisor's summative evaluation
2. The President/Vice Chancellor will consider all evaluation materials and findings from the various components of the evaluation in recommending contract renewal.
3. The President/Vice Chancellor will meet with the Confidential Administrator to review the findings compiled in the summative evaluation and discuss goals for the following year.
4. The Confidential Administrator will have ten (10) days following the summative review to attach any comments as appropriate.
5. Upon completion of the process, the President/Vice Chancellor will forward the supervisor's summative evaluation to Employment Services to be placed in the employee's file (signed by the supervisor and employee), including the employee comments, per item 4 above.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**Self-Assessment
Confidential Administrator**

Please respond to the following questions regarding your performance over the last year:

1. Briefly summarize your major accomplishments and professional development achievements.
2. Describe the major challenges that helped you grow as a leader and how you faced them.
3. What have you learned this past year that helped you perform your job responsibilities?
4. How would you evaluate your progress toward achieving each of your annual goals?
5. How would you evaluate your contributions toward the college/district achieving its strategic goals?
6. What are some strategic areas of focus that you should consider in developing next year's goals?



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**Annual Summative Evaluation
Confidential Administrator**

Name: _____

Date: _____

Summary Observations:

1. **Self-Evaluation
(attach document):**

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2. **Feedback from
Peers & Direct Reports:
(attach summary)**

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3. **Goal Progress (Yr: _____)**

Goal #1:

Were Goals Met?		
No	Part	Yes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Progress/Comments

Goal #2:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Goal #3:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. **Supervisor's Evaluation &
Recommendations:
(attach narrative)**

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5. **New Goals (Yr: _____)**

1)

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2)

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3)

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Signatures

Confidential Administrator: _____

Date: _____

President/Vice Chancellor: _____

Date: _____

Chancellor: _____

Date: _____