

**ACADEMIC ADMINISTRATOR EVALUATIONS*****References: Accreditation Standard III.A.1.b***

1. The purpose of the evaluation process is to assess administrators in the performance of their assigned duties and responsibilities, and to assist administrators in their professional development. The evaluation will be based on the administrator's duties and responsibilities.
2. The primary evaluator will be the immediate supervisor of the administrative employee. The primary evaluator is responsible for ensuring that the evaluation occurs according to the schedule described below. All evaluations shall be reviewed and may be commented upon by the supervisor of the primary evaluator. Where there exists a relationship which creates the potential for a conflict of interest between the employee and the evaluating supervisor, the evaluation shall be conducted by an alternate supervisor assigned by the Superintendent/President.
3. Every administrator, shall be evaluated during the Fall Semester of the first year of his/her initial contract, and every three (3) years thereafter. An out-of-sequence evaluation may be conducted in any year of the contract, if it is deemed necessary by the evaluating supervisor.
4. The administrator shall be rated as "Satisfactory," "Improvement Needed," or "Unsatisfactory" on the Administrator Evaluation Form. Any rating of "Improvement Needed" shall include a list of specific suggestions for improvement and specified appropriate timelines. A contract renewal for an administrator rated "Improvement Needed" or "Unsatisfactory" shall not exceed one (1) year. A follow-up evaluation date shall be set for any time after sixty (60) days from the date of the original evaluation for any administrator rated less than "Satisfactory."
5. Signed copies of all completed Administrator Evaluation Forms shall be permanently retained in the administrator's personnel file.