

ADMINISTRATOR EVALUATION

INSTRUCTIONS

Purpose: The administrator evaluation is to create an ongoing systematic process for administrator evaluation and professional growth, incorporating peer review, and providing an official cumulative record of each administrator's performance. Salary increases for administrative staff are tied to satisfactory evaluation.

Administrator evaluations will be conducted on a one to three year and/or extraordinary basis, as follows:

Every Year:

- Administrator prepares annual self-evaluation and report of activities.
- Administrator and supervisor meet to review prior year and set short- and long-term goals.
- Supervisor writes evaluation summary, adds to administrator's self-evaluation and activities report, and sends to Human Resources by the end of January each year.
- Administrator has the option of adding comments in response to the evaluation summary.
- Human Resources will withhold the fiscal year salary increase until evaluation materials are received with signatures of supervisor and administrator.

Every Third Year :

- Administrator and supervisor meet to decide methods for gathering additional information from staff, clients, and peers.
- Groups consulted may include internal/external clients, as well as staff reporting to administrator.
- Consultations may include written questionnaires, individual interviews, and/or meetings with focus groups.
- Administrator and supervisor work together to select two administrator-level reviewers.
- Supervisor has final authority to appoint review team members.
- Supervisor participates as third member of review team.
- Review team meets with administrator to plan evaluation process and goals
- Review team evaluates administrator's performance:
reviews annual evaluation files and consultation results;
discusses performance with administrator in a group setting;
suggests changes, new goals, areas for development;
- Review team meets with administrator to discuss results of evaluation.
- Supervisor writes summary report for administrator's personnel file, signed by both the supervisor and the administrator.

Extraordinary Evaluation:

- The three-year cycle does not preclude an extraordinary evaluation. Either the supervisor or the administrator may call for the third-year process on an extraordinary basis, in any year.

NAME _____

POSITION _____

SUPERVISOR _____

EVALUATION PERIOD AND TYPE: (Check One)

One Year, Self Evaluation: for the period: _____

Three Year, Administrator and Supervisor Evaluation (including review team) for the period _____

Extraordinary Evaluation: for the period _____
Reason for Extraordinary Evaluation

The following required information should be attached to this form:

- a. Achievements/accomplishments/areas of excellent performance during evaluation period.
- b. List of areas of growth, change, improvement during evaluation period.
- c. Report of activities (use appropriate form).
- d. Supervisor's Evaluation Summary.
- e. Goals to work toward during the next one to three years.
- f. Administrator's comments/response (optional).

To be completed by Supervisor :

Evaluation is Satisfactory Evaluation is Unsatisfactory

/signed/ _____, Administrator

/signed/ _____, Supervisor

**CENTRAL OREGON COMMUNITY COLLEGE
ADMINISTRATOR'S SELF EVALUATION**

Annual Report is due by January 31 of each year.

NAME _____ DATE _____

Please include the following information:

- 1. Achievements/accomplishments/areas of excellent performance during evaluation period.
- 2. Areas of growth, change, improvement.
- 3. Goals to work toward during the next one to three years.

/signed/ _____, Administrator Date: _____

Attach this form to the Annual Report of Activities.

**CENTRAL OREGON COMMUNITY COLLEGE
SUPERVISOR'S EVALUATION SUMMARY**

Annual Report is due by January 31 of each year.

NAME _____ **DATE** _____

Please include the following information:

- 1. Achievements/accomplishments/areas of excellent performance during evaluation period.
- 2. Areas of growth, change, improvement.
- 3. Goals to work toward during the next one to three years.

/signed/ _____, Supervisor Date: _____

/signed/ _____, Administrator Date: _____

**CENTRAL OREGON COMMUNITY COLLEGE
ADMINISTRATOR'S ANNUAL REPORT OF ACTIVITIES**

Annual Report is due by January 31 of each year.

NAME _____ **DATE** _____

1. JOB TITLE _____

2. ACTIVITIES (to be completed by administrator)

a. Primary Assignment - based on job description.

b. Professional Improvement

c. Service to College

d. Service to the Community

3. SUPERVISOR'S COMMENTS

Administrator Date

Supervisor Date

Appropriate Dean/Vice President Date

**ADMINISTRATOR'S EVALUATION
ADMINISTRATOR'S COMMENTS AND RESPONSE TO SUPERVISOR'S
EVALUATION (optional)**

Annual Report is due by January 31 of each year.

/signed/ _____, Supervisor Date _____

/signed/ _____, Administrator Date _____

ADMINISTRATOR'S EVALUATION

REVIEW TEAM EVALUATION

Report is due by January 31 of the third year.

NAME _____ FISCAL YEAR _____

/signed/ _____, Review Team Chair /Date/ _____