SACS Comprehensive Standard 3.2.10

3.2.10 - Administrative Staff Evaluations

The institution evaluates the effectiveness of its administrators on a periodic basis.

Judgment of Compliance

In Compliance

Statement of Rationale for Judgment of Compliance

Chipola College evaluates the effectiveness of its administrators annually as part of a college-wide employee evaluation process. This process is carried out by the Human Resources Office.

The President is responsible for the annual evaluation of senior-level administrators and authorizes the evaluation of all other employees, as mandated in Florida Statutes, Section 1001.65 (24) and Administrative Rule 6A-14.0261.

Chipola Policy 4.430 calls for the annual evaluation of all college personnel included on the “Table of Positions” according to IMM#11 Sections I and VII. The Administrative Evaluation Form states clearly the evaluation criteria.

The evaluation process begins annually in March. After appropriate officials have signed each administrative evaluation, one paper copy is sent to the employee and another is retained in the employee’s personnel file in the Human Resources Office. See a sample official notice from the Human Resources Office which initiated the process on February 5, 2007.

For documentation of the announcement by the Associate Vice President of Human Resources to the Executive Council (vice presidents and deans), see minutes for March 1, 2005.

President’s Evaluation

The college President is evaluated annually by a different process, in accordance with Florida Statutes, 1001.64(18) and Administrative Rule 6A-14.026, which charge the Board with the responsibility of evaluating a president. This is also stated in College Policy 4.430.

The Board evaluates the President annually by the following process:

- The President’s evaluation appears on the agenda of the Board of Trustees meeting. Individual evaluation forms are distributed to each Board member.
Each Board member completes an individual evaluation form and mails it to the Board attorney during the next month. The Board attorney tallies the results and prepares a summary of comments for a report at the next meeting. The findings are submitted to the Chancellor of the Division of the Community Colleges for review.

See ([11]) and ([12]) for minutes of 2005 and 2006 meetings during which the president was evaluated. See CS 3.2.1 – CEO Evaluation/Selection for a more detailed description of the presidential evaluation process.

Documentation:

[1] Florida Statutes, Section 1001.65 (24). Community College Presidents; Powers and Duties


[5] Chipola College Administrative Employee Performance Evaluation (form)


[8] Florida Statutes, Section 1001.64(18). Community College Boards of Trustees; Powers and Duties


[10] Chipola College Evaluation of President (form)

[11] Minutes, District Board of Trustees, November 22, 2005

[12] Minutes, District Board of Trustees, October 24, 2006