

SAN FRANCISCO COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURES MANUAL

Title:

EVALUATION OF ACADEMIC AND CLASSIFIED ADMINISTRATORS

AP 2.49

Legal Authority:

Title 5, California Code of Regulations, Section 53323

Principles:

1. The general purpose of evaluations is development.
2. The direct supervisor of the administrator is the individual accountable for the timely completion of the evaluation.
3. All evaluations are reviewed and approved by the Chancellor.
4. Evaluations are confidential part of the administrator's personnel file.

Procedure:

1. All supervisors will complete and submit evaluations to the Chancellor by March 1, 2018.
2. The period covered by the evaluation is January 1, 2017 to December 31, 2017, or less if the administrator started after January 1, 2017.
3. The supervisor will document the evaluation on the form provided by Human Resources.
4. The supervisor will consult with the relationship for the Academic Senate, Classified Senate, Department Chairs, CBO, and the Management Team as appropriate. The supervisor may also solicit and receive additional input from peers, "report-to's", and other faculty, staff and community members as the supervisor deems appropriate. The administrator to be evaluated may also specifically identify individuals for the supervisor to request input from.
5. All comments to the supervisor will be submitted on the form provided and all comments to the supervisor will be held in strict confidence. Comments will not be shared with the administrator. The supervisor and the administrator will sign the form for submission to the Chancellor.
7. The evaluation shall be part of an administrator's confidential personnel file.

PILG:

1. When the Chancellor will consult with the Board of Trustees regarding the procedures.