# EVALUATION OF CONTRACT ADMINISTRATORS

Evaluation of contract administrators should be an ongoing and systematic process conducted both formally and informally.

Its purpose is to clarify the expectations placed on these positions and to assess performance based upon these expectations. Optimal performance, a clearer sense of direction, and reinforcing recognition are the primary goals of this policy.

The process and criteria used shall be understood by and mutually acceptable to the contracted administrators, Chancellor and the Governing Board. The formal evaluation shall result in a written record of performance upon which the Board or Chancellor will base its annual review of the employment contract.

The Chancellor shall be evaluated annually with a comprehensive evaluation conducted during each of the first three years of employment as Chancellor, and biennially thereafter. The Governing Board may call for a special evaluation of the Chancellor at any time. For all other contract administrators, evaluations will be conducted annually, with a comprehensive evaluation conducted during each of the first four years of employment as a contract administrator, and every third year thereafter. The comprehensive evaluation will consist of input as delineated in Human Resources Procedure 2030.13 and 3080.05.

Historical Annotation:
Adopted 6/25/08
Revised 4/28/10

Related Procedures:
Human Resources Procedures 2030.13, 3080.05