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(1) The purpose of the presidential evaluation is to improve the quality of Roanoke-Chowan Community College and the process of evaluation is intended to stimulate the leadership and productivity of the President. In addition, it is to enable the Board of Trustees to assess the performance of the President so as to:

- Close the gap between presidential authority and accountability,
- Ensure that the Board and the President concur on mutually agreed-upon goals toward which the College is moving,
- Identify strengths and weaknesses of the President and the College, and
- Define the scope and role of the office and the President’s performance in it.

(2) Evaluation of the President shall be conducted annually. The annual evaluation is to be completed prior to June of each fiscal year.

(3) Process of Evaluation

(3.1) Prior to the month of June, the Personnel Committee of the Board of Trustees shall meet to review, revise, and discuss the evaluation instrument. The President shall have input on the revision of the evaluation instrument and shall receive a copy of the final instrument to be used for the rating period.

(3.2) The President shall submit to the Personnel Committee college objectives for the coming fiscal year in conjunction with the yearly budget prior to June 30. These objectives shall become a part of, and attached to, the *Presidential Evaluation Form*.

(3.3) It is required that each member of the Board perform an evaluation.

(3.4) Trustee evaluation of the President shall be a two-part process: (a) a self-evaluation done by the President and (b) an evaluation conducted by each Board member, using the *Presidential Evaluation Form*. Also, the comment section of the *Presidential Evaluation*

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Form may be used by both the Board members and the President to record any comments related to the ratings given.

- (3.5) After the completion of the evaluation instrument by Board members, the Board Chairperson, the Personnel Committee Chairperson, and the Board Secretary shall tally all ratings on a *Total Evaluation Results Form*. A meeting shall be held among the Board Chairperson, the Personnel Committee Chairperson, and the President to compare the self-evaluation ratings with the Board members' ratings. If there are differences which cannot be reconciled, the President may provide evidence to support his or her self ratings.
- (3.6) During this meeting, the President shall be informed of agreed upon activities or a plan of action for progress and growth during the period between evaluations. The Board Chairperson, the Personnel Committee Chairperson, and the President shall sign the Board's *Total Evaluation Results Form* following the interview.
- (3.7) The Board Chairperson shall notify in writing the Chairperson of the State Board of Community Colleges prior to June 30 of each year that the evaluation of the President has been completed.