AP 2435 Evaluation of the Chancellor

Reference:
ACCJC Accreditation Standard 4.5;
WASC/ACS Category A, Standard A2, A4, and A6

1.0 The evaluation of the Chancellor will be based on the job description, goals and objectives of the past year, characteristics of performance, and other elements previously agreed upon, using the Chancellor's Annual Evaluation Form.

1.1 As a part of the evaluation process, the Chancellor and the Board of Trustees shall mutually agree upon the goals and objectives to be considered for the following year. The Board of Trustees will include in the goals and objectives for the following year those items that appear to have merit for future evaluation.

1.2 The annual evaluation shall be scheduled to coincide with the conclusion of the Chancellor's contract year. The evaluation forms will be distributed to Board members one month prior to the end of the contract year.

1.3 The final evaluation will be based upon:

1.3.1 Progress toward goals and objectives;

1.3.2 A composite of the evaluation forms completed by individual Board members;

1.3.3 The Chancellor's self-evaluation; and

1.3.4 A composite of the evaluation forms completed by the Chancellor's Staff and Resource Table members.

1.4 The Board of Trustees, as a whole, will meet with the Chancellor to discuss the final evaluation. A copy of the final evaluation shall be furnished to the Chancellor prior to that meeting.

1.5 The evaluation shall include a discussion of both strengths and weaknesses.

1.6 Each judgment will be based upon an objective review derived from an examination of available information.

1.7 A final written summary evaluation shall be prepared by the Board of Trustees. A signed copy will be retained by the Chancellor and one will be placed in the Chancellor's personnel file.

2.0 All materials pertaining to the evaluation of the Chancellor will be retained for a period not to exceed two years in an "Access by Board Only" file located in the Board Office, and thereafter shredded.

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3.0 The Chancellor's annual evaluation shall be done solely by the Board of Trustees, utilizing input from the Board members, the Chancellor, Executive Staff, and Resource Table representatives. The Board of Trustees may request input from community representatives. The evaluation forms will be distributed to these individuals at the same time they are distributed to the Board of Trustees.

See Board Policy 2435, Evaluation of the Chancellor

Date of Adoption: June 24, 2003

Date of Last Revision: October 21, 2026 Chancellor's Staff (Reference only)
March 24, 2025 District Consultation Council
March 25, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
June 14, 2011