APPENDIX B

EVALUATION INSTRUMENTS

MIRACOSTA COMMUNITY COLLEGE DISTRICT
Administrator – Self Evaluation

Administrator

Position

Please rate your own performance using the following rating scale. A rating of N/A indicates that you have no opinion, no knowledge, or that the item is not applicable. Written comments are welcome and encouraged.

5	4	3	2	1	N/A
Excellent	Very good	Satisfactory	Needs Improvement	Poor	Not applicable

Rating   **LEADERSHIP**

_____ 1. I practice effective planning and organizing skills.

_____ 2. I practice effective budgeting skills.

_____ 3. I demonstrate the ability to facilitate conflict resolutions.

_____ 4. I help create a climate of support for innovation, new approaches and new ideas.

_____ 5. I keep abreast of the current issues, methods, policies, and practices related to the assignment.

_____ 6. I anticipate problems and facilitate the development of solutions to those problems.

_____ 7. I participate in activities that promote professional growth and development.

_____ 8. I demonstrate the ability to arrive at sound decisions based on available data.

_____ 9. I produce work products of high quality.

_____ 10. I use sound management principles resulting in consistent, non-capricious decisions.

_____ 11. I make positive contributions to collegial governance.

Rating **HUMAN RELATIONS**

_____ 12. I demonstrate the ability to motivate faculty, staff and colleagues in multiple areas, including the assessment of student learning.

_____ 13. I demonstrate effective team-building skills.

_____ 14. I am accessible to others.

_____ 15. I demonstrate the ability to develop the organizational and professional skills of staff.

_____ 16. I recognize staff accomplishments effectively.

_____ 17. I demonstrate the ability to work cooperatively and harmoniously with faculty, staff and administration.

_____ 18. I demonstrate a commitment to the diversity of faculty, staff and students.

_____ 19. I establish a service orientation to those who are directly affected by the office.

Rating **COMMUNICATION**

_____ 20. I encourage open communication.

_____ 21. I demonstrate effective listening skills.

_____ 22. I provide clear direction, expectations and feedback to staff and colleagues as projects/activities progress.

_____ 23. I demonstrate effective verbal and written communication skills.

_____ 24. I develop effective timelines, meet deadlines, and prepare accurate reports and records appropriate to the operation of the unit. I assist staff, as appropriate, to do the same.

Rating **PERSONAL QUALITIES**

_____ 25. I demonstrate good judgment and common sense in dealing with non-routine or unanticipated situations.

_____ 26. I demonstrate stability in mentally and emotionally stressful situations.

_____ 27. I demonstrate effective time-management and priority-setting skills.

Rating   **PERSONAL QUALITIES** continued

_____ 28. I demonstrate an appropriate balance between the operational responsibilities and the innovative responsibilities of the current assignment.

Additional comments:

MiraCosta Community College District
Survey for Administrator Evaluation

Administrator: _____ **Survey Due:** _____

Position: _____

Comments:_____ .

Thank you for your participation.

	Excellent 5	Very Good 4	Satisfactory 3	Needs Improvement 2	Poor 1	Not Applicable
LEADERSHIP						
1. Practices effective planning and organizing skills.						
2. Practices effective budgeting skills.						
3. Demonstrates the ability to facilitate conflict resolution.						
4. Helps create a climate of support for innovation, new approaches and new ideas.						
5. Keeps abreast of the current issues, methods, policies and practices related to the assignment.						
6. Anticipates problems/facilitates development of solutions to those problems.						
7. Participates in activities that promote professional growth and development.						
8. Demonstrates the ability to arrive at sound decisions based on available data.						
9. Produces work products of high quality.						
10. Uses sound management principles resulting in consistent, non-capricious decisions.						
11. Makes positive contributions to collegial governance.						
HUMAN RELATIONS						
12. Demonstrates the ability to motivate faculty, staff and colleagues in multiple areas, including the assessment of student learning.						
13. Demonstrates effective team-building skills.						
14. Is accessible to others.						

	Excellent 5	Very Good 4	Satisfactory 3	Needs Improvement 2	Poor 1	Not Applicable
15. Demonstrates the ability to develop the organizational and professional skills of staff.						
16. Recognizes staff accomplishments effectively.						
17. Demonstrates the ability to work cooperatively and harmoniously with faculty, staff and administration.						
18. Demonstrates a commitment to the diversity of faculty, staff and students.						
19. Establishes a service orientation to those who are directly affected by the office.						
COMMUNICATION						
20. Encourages open communication.						
21. Demonstrates effective listening skills						
22. Provides clear direction, expectations and feedback to staff and colleagues as projects/activities progress.						
23. Demonstrates effective verbal and written communications skills.						
24. Develops effective timelines, meets deadlines, and prepares accurate reports and records appropriate to the operation of the unit. Assists staff, as appropriate, to do the same.						
PERSONAL QUALITIES						
25. Demonstrates good judgment and common sense in dealing with non-routine and unanticipated situations.						
26. Demonstrates stability in mentally and emotionally stressful situations.						
27. Demonstrates effective time-management and priority-setting skills.						
28. Demonstrates an appropriate balance between the operational responsibilities and the innovative responsibilities of current assignment.						

Employment status of respondent (optional):

☐ Classified   ☐ Faculty   ☐ Administration

Comments:

_____

_____

MiraCosta Community College District
Administrator Evaluation Form

Administrator _____

Supervisor _____

Rating Key: 5 – Excellent   4 – Very Good   3 – Satisfactory   2 – Needs Improvement   1 – Poor

	5	4	3	2	1
I. Leadership *Comments:*	☐	☐	☐	☐	☐
II. Human Relations *Comments:*	☐	☐	☐	☐	☐
III. Communication *Comments:*	☐	☐	☐	☐	☐
IV. Personal Qualities *Comments:*	☐	☐	☐	☐	☐
V. Other *Comments:*	☐	☐	☐	☐	☐
VI. Overall Rating *Comments:*	☐	☐	☐	☐	☐

Note: The overall rating is not necessarily an average or composite of the five subsections. The comments should include commendations and recommendations with specific suggestions. Attach extra pages as needed.

☐　　I have seen this report and agree with the conclusions of the supervisor.

☐　　I do not agree with the conclusions of the supervisor (administrator may attach a statement to the evaluation form).

_____ _____
Administrator's Signature　　　　　　　　　　　　　　Date

_____ _____
Supervisor's Signature　　　　　　　　　　　　　　Date

_____ _____
Superintendent's Signature　　　　　　　　　　　　Date

Administrative Growth and Evaluation Process
for Deans & Associate Deans

Timeline

(steps may be completed prior to the deadlines as long as they are completed in sequential order)

Deadline	Responsible Party	Activity
1st working day in December	Human Resources	HR notifies administrator it is his/her year to be evaluated: 1) HR asks for the survey constituent list; 2) HR sends timeline, "Administrator – Self Evaluation" form, and instructions on how to create the constituent list using Outlook.
Spring Semester ("1st week" is the first week of classes; the number of weeks includes the week of spring break)		
Beginning of 2nd week	Administrator	Administrator sends to HR the survey constituent list (size and composition of constituent list to be mutually agreed upon by administrator and his/her VP).
End of 4th week	Human Resources	HR deploys online "Survey for Administrator Evaluation" to constituents.
End of 6th week	Survey constituents	Deadline for completion of online survey.
Tuesday of 7th week	Human Resources	HR sends survey results to administrator and his/her VP.
Tuesday of 11th week	Administrator	1) Administrator completes "Administrator – Self Evaluation" form. 2) Administrator meets with his/her VP to discuss the form.
Tuesday of 14th week	VP	1) VP completes "Administrator Evaluation Form". 2) VP meets with administrator to discuss and sign off on the form.
(Tuesday of 15th week)	*Administrator*	*Optional step: administrator may attach a response statement to the "Administrator Evaluation Form."*
Wednesday of 15th week	Administrator	Administrator presents the following documents to the Superintendent/President: 1) "Administrator – Self Evaluation" form; 2) Results of online survey; 3) "Administrator Evaluation Form".
Wednesday of 18th week (mid - late May)	Superintendent/President	1) Superintendent/President signs off on "Administrator Evaluation Form." 2) Superintendent/President sends all documents to HR. Documents to be filed in administrator's personnel file.