

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: EVALUATION OF ACADEMIC AND CLASSIFIED ADMINISTRATORS	Number: AP 3.18
Legal Authority: Title 5, California Code of Regulations Sections 53021, 53024, 53402	

Principles:

1. The general purpose of evaluations is developmental rather than judgmental.
2. The direct supervisor of the administrator is the individual accountable for the timely completion of the evaluation.
3. All evaluations will be reviewed and approved by the appropriate Vice Chancellor and then the Chancellor.
4. Evaluations are confidential part of the administrator's personnel file.

Procedures:

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 solicit comment from the leadership of the Academic Senate, AFT, Classified Senate, Department Chairs Council, SEIU, 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 signed. All comments to the supervisor will be held in strict confidence. The identity of commenters will not be shared with the administrator without permission.
6. The supervisor and the administrator will review the evaluation summary form and both sign the form for submission to the Chancellor.
7. The evaluation shall be part of an administrator's confidential personnel file.

PILOT:

1. When the process is concluded in the spring 2018, the Chancellor will consult with the constituent groups and then issue a formal report to the Board at the June meeting of the Board of Trustees, along with recommendations, if any, for revised administrative procedures.

New Administrative Procedure