



**ADMINISTRATIVE PROCEDURES** NO. 2435.1  
**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

**EVALUATION OF THE SUPERINTENDENT/PRESIDENT**

The Board shall evaluate and assess, in writing, the Superintendent/President's performance objectives annually approved by the Board during the term of the employment agreement. The criteria for evaluation shall be based on Board policy, the Superintendent/President job description, and annual performance goals and objectives developed in accordance with Board Policy 2430 – Delegation of Authority to the Superintendent/President.

The evaluation format shall be mutually agreed upon.

1. The Superintendent/President shall be evaluated annually (July-June), unless there is mutual agreement between Board President and Superintendent/President of an alternative cycle. The evaluation criteria will include performance goals and objectives related to the District's commitment to diversity, equity and inclusion.
  - a. If the Superintendent/President takes office between July 1 and December 31, the first evaluation shall be completed at the conclusion of the fiscal year in which the Superintendent/President is employed. The Board and Superintendent/President shall meet at the start of the fiscal year in which the Superintendent/President is employed to discuss the Superintendent/President's work performance for that fiscal year and to establish the performance objectives for the following year.
  - b. If the Superintendent/President takes office between January 1 and June 30, the first evaluation shall be completed at the conclusion of the first full fiscal year following employment. The Board and Superintendent/President shall meet as soon as possible after employment to discuss the Superintendent/President's goals for that fiscal year and establish the performance objectives for the following fiscal year.
2. The Board President and/or Vice-President shall meet with the Superintendent/President to mutually agree to the evaluation procedure, including the Evaluation Survey instrument to be used. Elements of the evaluation procedure will include:
  - a. The Board shall conduct a survey of college constituents, as follows, to be considered by the Board in assessing the leadership of the Superintendent/President the following: Board members; those positions which directly report to the Superintendent/President; the Presidents of the Academic Senate, Classified Senate, the Management Team, and Student Senate; the President of the Mendocino College Foundation; and two members each of the

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*March 5, 2002          April 2, 2003*  
*March 3, 2004          August 5, 2005*  
*September 21, 2005      July 11, 2007*  
*September 14, 2011      April 4, 2016*  
*March 25, 2022*

management team, full-time faculty, part- time faculty, and classified staff mutually selected by the Board President or designee and the Superintendent/President.

- b. The Superintendent/President shall provide the Board with a written self-assessment regarding: (a) carrying out the duties included in the job description; (b) progress in achieving the performance objectives and/or priorities established with the Board; and (c) leadership provided to the District in pursuing the Strategic Goals and Directions during that fiscal year.
- c. In a closed session, the Board shall consider the results of the Superintendent/President's self-evaluation and the board and constituent group surveys. The Board may elect to meet in closed session without the Superintendent/President to further discuss the Superintendent/President's performance evaluation. The Board will share their initial assessment with the Superintendent/President and discuss tentative priorities for the coming year.
- d. Following the Closed Session, the Board President and Vice President shall share with the Superintendent/President the draft evaluation report and the suggested performance objectives for the next evaluation period.
- e. The Board shall meet in Closed Session with the Superintendent/President to discuss the final evaluation report, confirm the performance objectives for the next fiscal year and the Superintendent/President and Board President sign the final evaluation report.
- f. The evaluation report shall be confidentially delivered to the Director of Human Resources for inclusion in the Superintendent/President's personnel file

References: Education Code Section 87663;  
ACCJC Accreditation Standards IV.B and IV.C.3

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