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.