



**AP 2435**

**EVALUATION OF THE  
SUPERINTENDENT/PRESIDENT**

**Reference:**

ACCJC Accreditation Standard IV.C.3

The Board of Trustees shall conduct an evaluation of the Superintendent/President annually and will be completed no later than July 31 of each year. The evaluation process will be as follows:

1. The annual goals for the Superintendent/President shall be mutually agreed upon by the Superintendent/President and the Board of Trustees by first the first board meeting in October of each year. These will form a significant basis for the annual evaluation process.
2. The Board and the Superintendent/President will agree upon an evaluation tool which assesses the Superintendent/President's job performance, goal accomplishment, and leadership.
3. During the evaluation process, the Board may meet in Closed Session with or without the Superintendent/President to discuss the Superintendent/President's evaluation.
4. Each May, the Superintendent/President will prepare a self-assessment including a narrative related to the accomplishment of the annual goals. The Superintendent/President's self-assessment will be sent to each Board member.
5. The final written evaluation will be written by the President of the Board or their designee(s) and furnished in advance to the Superintendent/President. The Board will meet in Closed Session prior to July 31 with the Superintendent/President to discuss the final evaluation.
6. The final written evaluation shall be confidential and appropriately retained.

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Date Approved: June 27, 2013

Legal Reference Update #25: November 2014

Date Revised/Approved: July 31, 2017

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