



**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES BYLAWS**

**Title:** Evaluation of the Performance of the Superintendent/President

**Bylaw No. 1680**

**Legal Authority:** Board Minutes, Accreditation Standard IV.B.I

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1. The Superintendent/President will be evaluated annually by the Board of Trustees.
  - a. When the fall semester begins in an odd-numbered year, the evaluation will be conducted with input from the Board alone.
  - b. When the fall semester begins in an even-numbered year, the evaluation will be conducted by the Board with input from the faculty, staff and students as described in paragraph 4, below.
  - c. On an annual basis, the Board shall set the schedule for the Superintendent/President's evaluation.
  - d. Concurrently, with the evaluation, the Board shall review the Superintendent/President's contract.
  
2. When the fall semester begins in an odd-numbered year, the recommended schedule for the evaluation will be as follows:
  - a. At or before the first meeting in March, the Board will review and approve the current job description of the Superintendent/President and the evaluation instrument that the Board members will use.
  - b. At or before the second Board meeting in March, the Board members will receive their individual evaluation instruments, the Superintendent/President's approved job description, the Superintendent/President's self evaluation of progress toward meeting his/her annual goals, and a copy of the previous year's evaluation of his/her performance.
  - c. At or before the first Board meeting in April, the Board members will return their completed evaluation instruments to the Board president.
  - d. At or before the second Board meeting in April, the Board president will deliver to the members of the Board a draft consolidated evaluation report, together with copies of the data received from the Board members. The evaluation report shall detail areas of achievement as well as areas that require extra attention.
  - e. At or before the first Board meeting in May, the Board will approve the consolidated evaluation report.
  - f. At or before the second Board meeting in May, the Board will share the evaluation report with the Superintendent/President.
  - g. At or before the first Board meeting in June, the Superintendent/President will have the opportunity to respond to the Board regarding the evaluation report.
  - h. At or before the second Board meeting in June, the Board will make a decision regarding the extension of the contract of the Superintendent/President.
  
3. When the fall semester begins in an even-numbered year, the recommended schedule for the evaluation will be as follows:
  - a. At or before the first Board meeting in February, the Board will review and approve the current job description of the Superintendent/President and the evaluation instruments that those providing input to the Board and that the Board members themselves will use.
  - b. At or before the second Board meeting in February, evaluation instruments and the Superintendent/President's approved job description will be sent to those providing input to the Board.

- c. At or before the first Board meeting in March, those providing input to the Board will return their completed evaluation instruments addressed to the President of the Board of Trustees.
  - d. At or before the second Board meeting in March, the Board members will receive their individual instruments, the Superintendent/President's approved job description, the Superintendent/President's self evaluation of progress toward meeting his/her annual goals, and a copy of the previous year's evaluation of his/her performance, four evaluation summary reports (one from each constituent group) and copies of all the completed evaluation instruments.
  - e. At or before the first Board meeting in April, the Board members will return their completed evaluation instruments to the Board president.
  - f. At or before the second Board meeting in April, the Board president will deliver to the members of the Board a draft consolidated evaluation report, together with copies of the data received from the other Board members. The evaluation report shall detail areas of achievement as well as areas that require extra attention.
  - g. At or before the first Board meeting in May, the Board will approve the consolidated evaluation report.
  - h. At or before the second Board meeting in May, the Board will share the evaluation report with the Superintendent/President.
  - i. At or before the first Board meeting in June, the Superintendent/President will have the opportunity to respond to the Board regarding the evaluation report.
  - j. At or before the second Board meeting in June, the Board will make a decision regarding the extension of the contract of the Superintendent/President.
4. When the fall semester begins in an even-numbered year, the Board will seek input from those listed in subparagraphs a through d, below, in preparing their evaluation of the Superintendent /President:
- a. Officers of the Academic Senate, the Classified Senate, and the Management Association. Officers shall not exceed six from each organization.
  - b. The members of the Executive Board of the Associated Students and the current and active members of the Interclub Council.
  - c. Those managers who report directly to the Superintendent/President.
  - d. In addition to the officers, ten percent (10%) of the members of the faculty, the classified staff, and the management staff, randomly selected. Not more than forty (40) participants will be selected from any one group.
  - e. The Dean for Human Resources will consult with the organizations and provide the names of the individuals described in subparagraph a, above.
  - f. The Assistant Dean for Student Affairs will consult with the organizations and provide the names of the individuals described in subparagraph b, above.
  - g. The Dean for Institutional Planning and Research will oversee the random selection process, and will distribute, collect, and tally all the evaluation responses in such a way as to ensure the anonymity of those individuals providing input to the Board. The dean will provide to the Board separate tallies for students, faculty, staff, and management. The dean will be directed to destroy all original data used in the input process. The dean will not keep a copy of the summary or detailed reports.