

Sample Evaluation Instrument
For Discussion with ACCT
Not for further distribution

PRESIDENTIAL PERFORMANCE APPRAISAL

Please rate the President in the following key functional areas.

**1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations;
4 = exceeds some expectations; 5 = significantly exceeds expectations; DK = Don't Know**

Please provide comments to improve the performance of the President in specific functions of the job.

Appropriate questions will be designed for each category taking into account the tenure of the President, priorities previously established by the Board and Institutional needs and concerns. ACCT recommends that the performance appraisal instrument be designed with input from the Board and President.

Institutional Performance	1	2	3	4	5	DK
• (Sample) Provides effective leadership in establishing and maintaining excellent student services						
• (Sample) Provides effective leadership for maintenance and upgrade of the physical plant						
• (Sample) Is creative and innovative in solving problems and dealing with crisis						
• Stays current with trends, information, legislation, and other movements pertinent to the College's future						
• Media relations						
• Personnel policies and procedures						
• Gives recognition due to staff						
• Ensure excellence and quality						
• Access to higher education						
• Technology						

COMMENTS:

Institutional Leadership	1	2	3	4	5	DK
• (Sample) Is informed about developments in education, and particularly community colleges						
• (Sample) Provides leadership for the professional development of staff, and maintains her own professional development						
• College operations						
• Vision						
• Problems and issues						
• Student involvement						
• Excellence						
• Technology resources						
• Inclusiveness						
• Strategic plan						
• Budget						

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COMMENTS:

External Relations	1	2	3	4	5	DK
• (Sample) Relationships with the news media and other public relations vehicles within the community						
• (Sample) Encourages involvement from and respects all constituencies and gives their issues fair consideration						
• College image						
• Community partners						
• Federal and state level						
• Trends and impact on the college						
• Visibility						
• Leader						

COMMENTS:

Budgetary/Fiscal Management	1	2	3	4	5	DK
• (Sample) Fiscal management						
• (Sample) Develops and support appropriate strategies of attracting funds to the institution						
• Financial needs						
• Ends statements, strategic initiatives						

COMMENTS:

Personal Qualities	1	2	3	4	5	DK
• (Sample) Exercises good judgment in dealing with sensitive issues between people and groups						
• (Sample) Is well-organized and efficient in accomplishment of objectives						
• Remake decisions						
• Respect						
• Conflict						
• Sensitive to differing needs						
• High standards						
• Professional						
• Enthusiasm						
• Creative						

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COMMENTS:

Relations with Governing Board	1	2	3	4	5	DK
• (Sample) Offers professional advice to the board on items requiring board action, with recommendations based on thorough student and analysis and sound educational principles; marshalling as many staff and external points of view, issues, and options as needed for fully informed Board decisions						
• Governance policies						
• Constructive criticism						
• Communicates						
• Reports to the Board						
• Prepares for meetings						
• Keeps the Board informed						
• Dealing with the Board as a whole						
• Provides effective support						

COMMENTS:

Specific Performance Goals	1	2	3	4	5	DK
• (Sample) Comprehensive diversity policy and plan developed with specific action recommended.						
• Major Gifts Campaign						
• Facility planned and Moving Forward.						

COMMENTS:

What initiatives/projects should the President focus on over the next year?