

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ANNUAL ADMINISTRATOR PERFORMANCE EVALUATION TIMELINE/CHECKLIST

Evaluation Period: January 1 to December 31

[Note: For the Comprehensive Administrator Performance Evaluation there is a separate timeline/checklist.]

Planned Completion Dates	Activity	Completed	
		Yes	No
By January	Evaluatee completes Form A—Annual Goals, Objectives, and Target Completion Dates. (Form A to the Evaluator at least one (1) week prior to the Initial Planning Session.)		
	Evaluator schedules Initial Planning Session. Forms are available via HR website.		
By first or second week of February	Conduct Initial Planning Session.		
	Evaluator and Evaluatee utilize Annual Administrator Performance Evaluation Checklist to confirm all planned completion dates.		
	The Evaluator and Evaluatee review Form C—Administrator Performance Appraisal, from the most recent evaluation.		
By mid to late February	Evaluatee makes changes, as needed, and submits final goals and objectives on Form A—Goals, Objectives, and Target Completion Dates to Evaluator within two (2) weeks of the Initial Planning Session. Evaluator and Evaluatee sign and date Form A.		
November	Evaluator schedules Summary Conference.		
	Evaluatee submits final Form B—Goals and Objectives Outcomes Report at least two (2) weeks prior to Summary Conference Session.		
	Evaluator completes Evaluatee’s Annual Performance Evaluation using Form C—Administrator Performance Appraisal.		
December	Conduct Summary Conference Session to review and discuss Annual Administrator Performance Evaluation results. Evaluatee and Evaluator sign and date Form C—Administrator Performance Appraisal.		
No later than first week in January	Within five (5) days, evaluator forwards complete packet of evaluation materials (with response if provided) to Chief Executive Officer/Senior Administrator for review and signature. If contract is ending, a memorandum stating whether the Chief Executive Officer/Senior Administrator recommends renewal or nonrenewal must be attached.		
HR must receive by January 12, 2023	Chief Executive Officer/Senior Administrator forwards evaluation materials to Office of Human Resources for Chancellor’s review and signature.		
	Evaluation materials are returned from the Chancellor to the Office of Human Resources and filed in Evaluatee’s personnel file. Appropriate action is taken regarding contract renewal or nonrenewal.		
February Board Meeting	Board action for contract renewals or nonrenewals.		

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FOR NEW ADMINISTRATORS: ADMINISTRATOR PERFORMANCE EVALUATION TIMELINE/CHECKLIST

Evaluation Period: Hire Date to December 31 (With initial contract through June 30)

Planned Completion Dates	Activity	Completed	
		Yes	No
Within first two months of hire date	Evaluatee completes Form A—Annual Goals, Objectives, and Target Completion Dates. (Form A to the Evaluator at least one (1) week prior to the Initial Planning Session.)		
Within the third month of hire date	Conduct Initial Planning Session.		
	Evaluator and Evaluatee utilize Annual Administrator Performance Evaluation Checklist to confirm all planned completion dates.		
	The Evaluator and Evaluatee review Form C—Administrator Performance Appraisal.		
	Evaluatee makes changes, as needed, and submits final goals and objectives on Form A—Goals, Objectives, and Target Completion Dates to Evaluator within two (2) weeks of the Initial Planning Session. Evaluator and Evaluatee sign and date Form A.		
October/November	Evaluator schedules Summary Conference to be held in December.		
	Evaluatee submits final Form B—Goals and Objectives Outcomes Report at least two (2) weeks prior to Summary Conference Session.		
	Evaluator completes Evaluatee’s Annual Performance Evaluation using Form C—Administrator Performance Appraisal.		
December	Conduct Summary Conference Session - to review and discuss Annual Administrator Performance Evaluation results. Evaluatee and Evaluator sign and date Form C—Administrator Performance Appraisal.		
No later than first week in January	Within five (5) days, evaluator forwards complete packet of evaluation materials (with response if provided) to Chief Executive Officer/Senior Administrator for review and signature. If contract is ending, a memorandum stating whether the Chief Executive Officer/Senior Administrator recommends renewal or nonrenewal must be attached.		
HR must receive by January 12, 2023	Chief Executive Officer/Senior Administrator forwards evaluation materials to the Office of Human Resources for Chancellor’s review and signature.		
	Evaluation materials are returned from the Chancellor to the Office of Human Resources and filed in Evaluatee’s personnel file. Appropriate action is taken regarding contract renewal or nonrenewal.		
February Board Meeting	Board action for contract renewals or nonrenewals.		