

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
COMPREHENSIVE ADMINISTRATOR PERFORMANCE EVALUATION TIMELINE/CHECKLIST
Evaluation Period: January 1 to December 31

[Note: For the Annual 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 week in February	Conduct Initial Planning Session.		
	The Evaluator and Evaluatee utilize Comprehensive 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.		
	The Evaluator and Evaluatee identify and come to agreement on participants for Multi-rater Feedback Assessment Survey.		
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. The Evaluator and Evaluatee sign and date Form A.		
By September 26	The Evaluator and Evaluatee finalize participants for Multi-rater Feedback Assessment Survey. List provided to the Office of Human Resources who will provide to KH Consulting.		
By October 10	KH Consulting will distribute Multi-rater Feedback Assessment Surveys.		
	Evaluator schedules Summary Conference to be held in December.		

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November	Multi-rater Feedback Assessment Surveys deadline is November 13. Results are then compiled by KH Consulting and results provided to the Office of Human Resources.		
	Evaluatee submits final Form B—Goals and Objectives Outcomes Report and Form D—Administrator Self-Assessment Report and submits to the Evaluator at least two (2) weeks prior to Summary Conference Session.		
	Evaluator to complete Form C—Administrator Performance Appraisal using Form B—Goals and Objectives Outcomes Report, Multi-rater Survey Results, and Form D—Administrator Self-Assessment Report.		
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 non-renewal 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.		