Subject:	Applied Technology College Presidents – Review and Evaluation

112.1 Purpose

To establish requirements and procedures for formal, comprehensive evaluation of the performance of college presidents and more frequent, less formal periodic reviews to help ensure the success of each college president in the discharge of all his or her duties as outlined in UCAT Policy 111 and UCA 53B-2a-107.

112.2 References

UCA 53B-2a-107(2)(c), Applied Technology College Presidents – Appointments – Duties
UCAT Policy 110, Applied Technology College Presidents – Functions

112.3 Approval

UCAT Board of Trustees approval (Policy 104): October 18, 2012. Revised: June 8, 2016. Replaced Policy 104 with Policy 112 January 12, 2017.

112.4 Annual Reviews

Each year a formal evaluation is not conducted, a less formal annual review will be conducted for each college president. The annual review shall be conducted with an attitude of preparing the president for the evaluation process.

4.1 The review team shall consist of five members including the Chair (or his or her designee) and Vice Chair (or his or her designee) of the college Board of Directors; the member of the UCAT Board of Trustees representing the college (UCAT Policy 101.8.1.3 or 101.8.2.1); one additional member of the UCAT Board of Trustees who resides outside of the college's service region, appointed by the Chair of the Board of Trustees; and the UCAT Commissioner of Technical Education.

4.2 The review team shall function as liaisons between the institution and the Board of Trustees. As time and circumstances permit, the review team shall visit the college, attend Board of Directors meetings, attend college events–especially commencement ceremonies, identify specific ways that the Board of Trustees and commissioner's office can build a positive and productive relationship with the Board of Directors and president, and coordinate and facilitate communication between the Board of Trustees, Board of Directors, and the president. The commissioner shall note such activities and suggestions in the written report to the Board of Trustees.

4.3 The review team shall meet with the president at his or her college at least twice annually. In preparation for the review, the review team should attempt to identify any concerns or issues with either the president's performance or institutional direction that needs to be addressed.

4.4 The review team shall prepare a written report marked confidential.

4.4.1 The report shall be provided to the president being reviewed, the chair and vice chair of the Board of Directors, the chair and vice chair of the Board of Trustees,

and the Commissioner. The report shall not be disclosed to other individuals or entities except as required by law.

4.4.2 The president shall have opportunity to comment in writing on the report. The president's statement shall be included in the final report.

4.4.3 All review reports, including notes and drafts, all meetings conducted pertaining to the review team's work, and all recommendations and responses, are confidential private records protected from disclosure by UCA 63G-2-201, 302.

4.4.4 Reports (along with presidential comments) shall be stored in a confidential personnel file at the Commissioner's office.

4.4.5 The report shall be presented by the Chair of the college Board of Directors (or his or her designee) in a closed session of the Board of Trustees.

112.5 Evaluations

5.1 After six months of service, a college president will be reviewed informally prior to his or her first formal comprehensive evaluation.

5.2 Following the first year of service, and at least once during each three years of service thereafter, a formal comprehensive evaluation shall be conducted for each college president.

5.3 A college president may be evaluated as often as determined necessary by the UCAT Board of Trustees.

5.4 A college Board of Directors may request an evaluation of their college president during any year that an evaluation is not scheduled.

112.6 Administration of the Evaluation

6.1 The comprehensive evaluation process is intended to reflect the full scope of duties expected of the president, and to provide meaningful, substantive feedback from the UCAT Board of Trustees, the college Board of Directors, college faculty and staff, local community and business leaders and other relevant stakeholders regarding the president's efforts, strengths and any areas needing improvement.

6.2 The evaluation shall be conducted by an evaluation committee under the direction of the Board of Trustees, in cooperation with the college Board of Directors.

6.3 The evaluation committee shall consist of five members including the Chair (or his or her designee) and Vice Chair (or his or her designee) of the college Board of Directors; the member of the UCAT Board of Trustees representing the applied technology college (UCAT Policy 101.8.1.3 or 101.8.2.1); one additional member of the UCAT Board of Trustees who resides outside of the college's service region, appointed by the Chair of the Board of Trustees; and the UCAT Commissioner of Technical Education.

6.4 Input may also be taken from staff, students, business and industry, and community members as determined appropriate by the evaluation committee.

112.7 Performance Areas for Evaluation

The evaluation committee shall consider the functions outlined in Policy 110.4 when conducting college presidents' evaluations.

112.8 Guidelines for Evaluation

Evaluations and Reviews of a college president shall:

8.1 Promote the professional growth and development of the president;

8.2 Assess ongoing individual performance;

8.3 Assess adherence to the vision and mission of UCAT and college's strategic plan

8.3 Provide guidance for the president to help him or her acquire and demonstrate the skills required for success;

8.4 Recognize and commend the president if found to demonstrate excellence in the achievement of his or her goals;

8.5 Identify inadequate performance and provide opportunities and paths for remediation;

8.6 Encourage behaviors which contribute to college and student success;

8.7 Encourage the president to strive to improve the quality of education and services at his or her college;

8.8 Encourage the president to communicate, advocate, and celebrate with his or her colleagues at other applied technology colleges to build and strengthen working relationships;

8.9 Ensure the president performs and behaves in a manner that promotes and strengthens UCAT;

8.10 Promote continuous improvement and frequent interaction and communication with the Board of Trustees and commissioner's office such that surprises within the evaluation process will be unlikely;

8.11 Be conducted in the spring, completed, and ready to report in the last regularly-scheduled meeting of the Board of Trustees during the fiscal year; and

8.12 Remain confidential within the Review and Evaluation Teams, the College Board of Directors, the UCAT Board of Trustees and the Office of the Commissioner of Technical Education except as required by law.

112.9 Components of the Evaluation

Evaluations of college presidents shall include, but shall not be limited to, the following:

9.1 Review of the president's annual goals and the college's strategic plan;

9.2 Review of accreditation, enrollment and outcomes documentation.

9.3 Review of the president's self-evaluation based upon annual goals and performance areas contained in Policy 111;

9.4 Interviews, as determined appropriate by the evaluation committee, of selected staff, members of the college Board of Directors, students, business and industry leaders, secondary and post-secondary education providers, and community members;

9.5 Printed questionnaires administered, as determined appropriate by the evaluation committee, to selected staff, members of the college Board of Directors, students, business and industry leaders, secondary and post-secondary education providers, and community members;

9.6 Exit meetings and preliminary oral reports with the college president; and

9.7 The evaluation committee shall prepare a written report marked confidential.

9.7.1 The report shall be provided to the president being reviewed, the chair and vice chair of the Board of Directors, the chair and vice chair of the Board of Trustees, and the Commissioner. The report shall not be disclosed to other individuals or entities except as required by law.

9.7.2 The president shall have opportunity to comment in writing on the report. The president's statement shall be included in the final report.

9.7.3 All evaluation reports, including notes and drafts, all meetings conducted pertaining to the evaluation committee's work, and all recommendations and responses, are confidential private records protected from disclosure by UCA 63G-2-201, 302.

9.7.4 Reports (along with president's comments) shall be stored in a confidential personnel file at the Commissioner's office.

9.7.5 The report shall be presented by the Chair of the college Board of Directors (or his or her designee) in a closed session of the Board of Trustees.