

**Coast Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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## **BP 2435 Evaluation of the Chancellor**

### **References:**

Accreditation Standard IV.C.3

The Board shall conduct an evaluation of the Chancellor at least annually, using an evaluation process developed in cooperation by the Board and the Chancellor. Such evaluation will be based on the job description, Board-adopted goals, job performance, including strengths and weaknesses, and will consider any requirements set forth in the employment contract with the Chancellor.

The evaluation process will consist of the following:

1.0 The Chancellor will develop and prepare goals and objectives for the following fiscal year, to be distributed to the Board by May 1<sup>st</sup> of each year.

1.1 The Board will review and recommend changes to the goals and objectives, and by May 31<sup>st</sup> a second draft will be presented for the Board's review.

1.2 The Chancellor's evaluation by the Board will be scheduled in June, prior to the beginning of the fiscal year. The final goals and objectives for the following fiscal year will be adopted at the time of evaluation.

1.3 A final written evaluation shall be prepared by the Board, signed by the Board President, and placed in the Chancellor's personnel file, with a copy retained by the Chancellor.

1.4 On a biennial basis, the Board shall review and establish the compensation and benefits of the Chancellor.

1.5 All materials pertaining to the evaluation of the Chancellor will be retained in an "Access by Board Only" file located in the Board Office.

1.6 The Chancellor's evaluation shall be completed solely by the Board, utilizing input from the Board members, the Chancellor, and Executive staff. The Board may request input from other District employees and community representatives, when deemed appropriate.

1.7 The evaluation of the Chancellor, including discussion by the Board, will be conducted in closed session with the Chancellor and the Board members. The Board may excuse the Chancellor from some discussions.

It is permissible for the Board not to evaluate the Chancellor after the Board's acceptance of the Chancellor's resignation or retirement. The Board, though, may conduct an exit interview with the Chancellor prior to the Chancellor's last day of employment.

Adopted September 5, 2007

Renumbered from CCCD Policy 010-2-15, Fall 2010

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