

Date Completed: \_\_\_\_\_

***TO BE REVIEWED AND DISCUSSED BY BOARD OF TRUSTEES AND PRESIDENT***

## President Annual Evaluation Questionnaire

### **To Be Completed By Trustee**

Use this scale in your response:  
1=Unacceptable; 2=Improvement Needed; 3=Meets Expectations, 4=Exceeds Expectations, 5=Excellent

### ***Evaluation Questions***

### ***Rating***

#### **Leadership: The President...**

1. Clearly defines and promotes the College mission and vision to enhance internal understanding and external partnerships.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2. Has clearly defined the vision for the College in the future.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
3. Has attracted a high-performing Senior Management Team with the knowledge, skills energy and passion to make the mission, vision and culture a reality.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
4. Implements and supports a planning process that establishes annual goals, strategies and action plans that are consistent with the vision, mission, and Board of Trustees' Policies	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
5. Leads a performance management process that ensures accountability at all levels of the organization and makes mid-course corrections in goals and strategies as necessary.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
6. Consistently makes decisions that enable the organization to achieve its goals.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
7. Regularly demonstrates creativity in identifying new opportunities and solving issues that the organization is facing.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
8. Communicates effectively with internal and external stakeholders to build support for the mission, vision, goals, and culture of the organization.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

9. Effectively balances the expectations of Board of Trustees, Employees, Students, and Communities Served. 1 2 3 4 5

10. Demonstrates a leadership Style consistent with the Core Values of Integrity, Compassion, and Respect. 1 2 3 4 5

**Management: The President...**

10. Has established an effective College organizational structure, ensuring that there is management focus on key functions necessary for the organization to deliver on its mission. 1 2 3 4 5

11. Delegates effectively to members of the senior management team and other staff. 1 2 3 4 5

12. Clearly anticipates priorities and ensures management focus and accountability around addressing priorities. 1 2 3 4 5

13. Solicits feedback from the organization's stakeholders regarding the vision, mission and priorities of the organization. 1 2 3 4 5

14. Regularly delivers a consistent message to all stakeholders regarding vision, mission, and priorities of the organization. 1 2 3 4 5

15. Ensures that the work of the College is supported by effective processes for planning, communicating, measuring, governing, delivering quality, and providing for a safe work environment. 1 2 3 4 5

16. Ensures there are clear policies and practices established for how the College and employees will operate. 1 2 3 4 5

**Working with the Board: The President...**

17. Understands the requirements for governance practices and supports the Board of Trustees in its governance duties by providing necessary information and access to people. 1 2 3 4 5

18. Has a strong working relationship with the President of the Board.	1	2	3	4	5
19. Has a strong working relationship with the Members of the Board of Trustees.	1	2	3	4	5
20. Updates the Board regularly on plans, performance, issues and opportunities.	1	2	3	4	5
21. Ensures the Board of Trustees receives information destined for outside stakeholders before it is publicly disclosed.	1	2	3	4	5
22. Helps educate the Board of Trustees on the organization and the knowledge needed to stay current in today's higher education environment.	1	2	3	4	5
23. Executes direction that is properly provided by the Board of Trustees.	1	2	3	4	5
24. Helps the Board of Trustees understand the College requirements set by external certification and accrediting agencies and to ensure that requirements are met.	1	2	3	4	5
<b>Financial Management: The President...</b>					
25. Has solid, up-to-date understanding of the College's financial position consistent with Board of Trustees' expectations	1	2	3	4	5
26. Is supported by a qualified and competent CFO or other finance officer who has day-to-day accountability for managing and monitoring the organization's finances.	1	2	3	4	5
27. Ensures information, data, and processes are in place and sufficient for audits, compliance, and other required outside regulatory requirements.	1	2	3	4	5
28. Works productively with HCC Foundation Board and Staff to strengthen partnership and collaboration with the College to enhance existing resources and cultivate new opportunities for financial support.	1	2	3	4	5

**ACCOMPLISHMENTS**

List the Presidents major accomplishments over the past year, then identify the traits/skills the President exhibited in making them happen.

**OPPORTUNITIES TO IMPROVE PERFORMANCE**

List the areas where the President could improve personal performance and how those areas could be developed.

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED AND SUBMITTED TO BOARD OF TRUSTEES BY PRESIDENT**

**PRESIDENT GOALS FOR CURRENT YEAR**

List the President goals for the past year and the status of achievement of each.

GOAL

RESULT

COMPLETION DATE

**BARRIERS TO PERFORMANCE**

**SUPERVISORS EFFECTIVENESS SURVEY RESULTS**

**PERFORMANCE GOALS - UPCOMING YEAR**

List the President key goals for the organization in the upcoming year and outline of how each goal will be accomplished.

**AFTER REVIEW BY BOARD OF TRUSTEES, SUMMARY LETTER AND CONTRACTUAL IMPLICATIONS DEFINED AND SHARED WITH PRESIDENT**

**DATES FOR ACTIONS TBD**