

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.	1	2	3	4	5
2. Has clearly defined the vision for the College in the future.	1	2	3	4	5
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.	1	2	3	4	5
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	1	2	3	4	5
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.	1	2	3	4	5
6. Consistently makes decisions that enable the organization to achieve its goals.	1	2	3	4	5
7. Regularly demonstrates creativity in identifying new opportunities and solving issues that the organization is facing.	1	2	3	4	5
8. Communicates effectively with internal and external stakeholders to build support for the mission, vision, goals, and culture of the organization.	1	2	3	4	5

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...

11. 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

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

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

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

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

16. 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

17. 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...

18. 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

19. Has a strong working relationship with the President of the Board.	1	2	3	4	5
20. Has a strong working relationship with the Members of the Board of Trustees.	1	2	3	4	5
21. Updates the Board regularly on plans, performance, issues and opportunities.	1	2	3	4	5
22. Ensures the Board of Trustees receives information destined for outside stakeholders before it is publicly disclosed.	1	2	3	4	5
23. 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
24. Executes direction that is properly provided by the Board of Trustees.	1	2	3	4	5
25. 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
Financial Management: The President...					
26. Has solid, up-to-date understanding of the College's financial position consistent with Board of Trustees' expectations	1	2	3	4	5
27. 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
28. Ensures information, data, and processes are in place and sufficient for audits, compliance, and other required outside regulatory requirements.	1	2	3	4	5
29. 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