

## LEADERSHIP & MANAGERIAL ATTRIBUTES

**INSTRUCTIONS:** Please rate the President on the following criteria by circling the appropriate number following each criterion.

### SCALE

5 = Superior

4 = Above Average

3 = Average

2 = Below Average

1 = Poor

NA = Not applicable/Not observed

### A. RELATIONSHIP WITH BOARD OF REGENTS

- |   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| 1. Provides clear, accurate and complete information for the Board, when requested. | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Carries out Board policies.  | 5 | 4 | 3 | 2 | 1 | NA |
| 3. Works cooperatively with Board members.  | 5 | 4 | 3 | 2 | 1 | NA |
| 4. Fosters appropriate communication with the Board.                                | 5 | 4 | 3 | 2 | 1 | NA |

Comments:

### B. ACADEMIC ADMINISTRATION AND PLANNING

- |  |   |   |   |   |   |    |
|--|---|---|---|---|---|----|
| 5. Provides leadership.  | 5 | 4 | 3 | 2 | 1 | NA |
| 6. Promotes curriculum changes in response to student/community needs. | 5 | 4 | 3 | 2 | 1 | NA |
| 7. Takes initiative in program development.                            | 5 | 4 | 3 | 2 | 1 | NA |
| 8. Encourages planning by developing college goals and objectives.     | 5 | 4 | 3 | 2 | 1 | NA |

9. Maintains and supports the value of excellence and quality within the institution.	5	4	3	2	1	NA
10. Encourages and promotes long-range planning consistent with institutional needs.	5	4	3	2	1	NA

Comments:

### C. STAFF AND PERSONNEL

11. Develops and executes sound personnel procedures and practices.	5	4	3	2	1	NA
12. Communicates well with faculty.	5	4	3	2	1	NA
13. Communicates well with classified staff.	5	4	3	2	1	NA
14. Communicates well with students.	5	4	3	2	1	NA
15. Is accessible to staff.	5	4	3	2	1	NA
16. Promotes participation of and exhibits respect for all groups, including students, in the decision making process.	5	4	3	2	1	NA
17. Gives recognition to faculty, staff, and administration accomplishments.	5	4	3	2	1	NA
18. Makes sound decisions under pressure.	5	4	3	2	1	NA
19. Seeks most qualified personnel to hire.	5	4	3	2	1	NA
20. Provides for evaluation of college personnel.	5	4	3	2	1	NA
21. Motivates employees.	5	4	3	2	1	NA
22. Maintains trust of employees.	5	4	3	2	1	NA

23. Is fair in treatment of employees.	5	4	3	2	1	NA
24. Provides leadership for the professional development of college staff.	5	4	3	2	1	NA
25. Ensures that college policies and procedures are clearly defined.	5	4	3	2	1	NA
26. Ensures that college policies and procedures are know to the college community.	5	4	3	2	1	NA
27. Ensures that college policies and procedures are equitably administered.	5	4	3	2	1	NA

Comments:

#### **D. BUSINESS AND FINANCE**

28. Understands college finance.	5	4	3	2	1	NA
29. Efficiently manages college resources.	5	4	3	2	1	NA
30. Implements priorities controlling budget and expenditures.	5	4	3	2	1	NA
31. Is successful in securing funds for the college.	5	4	3	2	1	NA
32. Promotes college-wide understanding of college finance.	5	4	3	2	1	NA
33. Relates budget priorities to the college mission, goals, and long-range planning.	5	4	3	2	1	NA

Comments:

## E. COMMUNITY RELATIONS

34. Ensures that college programs responsibly meet changing social, technical and economic needs in the community.	5	4	3	2	1	NA
35. Communicates effectively with the community.	5	4	3	2	1	NA
36. Encourages community involvement in and contribution to college activities.	5	4	3	2	1	NA
37. Works effectively with other public and private agencies and businesses.	5	4	3	2	1	NA
38. Understands special needs of students from other communities.	5	4	3	2	1	NA
39. Represents the college in a professional manner.	5	4	3	2	1	NA

Comments:

## F. PERSONAL QUALITIES

40. Maintains high ethical standards	5	4	3	2	1	NA
41. Strives to earn respect of colleagues.	5	4	3	2	1	NA
42. Works well with groups.	5	4	3	2	1	NA
43. Uses time and energy effectively.	5	4	3	2	1	NA

Comments:

**BOARD'S OVERALL EVALUATION OF THE PRESIDENT'S PERFORMANCE IS:**

*(Check one)*

- Excellent Performance/Above Expectations
- Satisfactory Performance/Consistent with Expectations
- Unsatisfactory Performance/Below Expectations

**(IMPROVEMENT NEEDED** - Attach a separate sheet specifying the unsatisfactory areas including a plan describing the desired outcomes and expectations for improvement.)

\_\_\_\_\_  
Chairman, Board of Regents

\_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

\_\_\_\_\_  
Vice Chairman, Board of Regents

\_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

\_\_\_\_\_  
Secretary/Treasurer, Board of Regents

\_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

\_\_\_\_\_  
Member, Board of Regents

\_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

\_\_\_\_\_  
Member, Board of Regents

\_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

**EVALUATION CONFERENCE:** A conference was held between the President and the Board of Regents to review and to discuss this evaluation on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
month day year

\_\_\_ I concur or \_\_\_ I do Not concur (*check one*) with the evaluation.

\_\_\_\_\_  
Signature of President

\_\_\_\_/\_\_\_\_/\_\_\_\_  
month day year

Within ten (10) working days after the evaluation conference, the President may attach his/her written description of any difference of opinion he/she has with this evaluation.