

# *Administrative evaluations*

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## **Administrative Performance Appraisals**

The primary purpose of the evaluation process at CCCC is to maintain a high quality educational program. The evaluation process focuses on the professional growth and development of each administrator as an individual in relationship to the position description, accomplishment of the district's strategic plan and goals, and divisional goals and priorities.

Evaluation is a continuous process and is to be conducted in an atmosphere of open and honest communication between each administrator and his/her supervisor. Each administrator is responsible for providing his/her supervisor with evidence of professional accomplishments during the year and likewise each supervisor is responsible for assessing those accomplishments and for ensuring that personal, divisional and district-wide goals and objectives are addressed. If conducted in an atmosphere of mutual trust and respect, the performance evaluation process should be a growth experience for all college administrators.

Regular evaluation of CCCC administrators plays a significant role in maintaining an excellent educational program. Promoting growth and development of administrators through acknowledging strengths and developing action plans for improving skills, CCCC continually strives to meet and exceed its standards for excellence.

Annually, the Human Resources Office distributes evaluation forms to the appropriate supervisors. A scheduled review of the annual evaluation is conducted between the supervisor and the administrator to discuss accomplishments, review areas requiring improvement, develop action plans and establish professional development and performance goals for the up-coming year.