

UHCC Policy Chapter 9, Personnel

UHCC Policy 9.202, Executive Employees Performance Evaluation

Effective Date: April 2010

Prior Dates Amended: April 2018 (recodified)

Responsible Office: Office of the Vice President for Community Colleges

Governing Board of Regents Policy: Board of Regents Policy, [RP 9.212](#), Executive and Managerial Personnel Policies

Review Date: February 2021

## **I. Purpose**

Board of Regents Policy requires that all Executive employees be evaluated annually for performance and accomplishments based on criteria established by the President. Within this broad requirement, supervisors of Executive employees have the option of utilizing their own evaluation tool. The purpose of this policy is to ensure consistency within the Community Colleges and to make planning and evaluation by objectives an integral part of our academic and administrative management and assessment process. This policy establishes a coordinated performance evaluation process within the Community College System that meets the requirements of the Board of Regents and Executive Policies as well as Accrediting Commission for Community and Junior Colleges Accreditation Standards.

## **II. Definitions**

## **III. Executive Policy**

### **A. Responsibilities**

1. Community Colleges Director of Human Resources and Chancellors are responsible for ensuring that all involved individuals comply with this policy.

### **B. Evaluation Procedure**

1. Each year, at the beginning of the evaluation period, the Executive employee will provide a statement of professional and administrative objectives for that year. These goals should also include long-term objectives which serve as a basis for incremental planning.

2. At the end of the evaluation period, the Executive employee will provide a self-assessment to his/her supervisor on the progress made toward goals and strategic outcomes, and accomplishments during the past year in relation to the goals and objectives agreed upon at the beginning of the year.
3. The evaluation of the Executive employee will include confidential assessments and feedback from peers, constituents, and subordinates or personnel within the responsibility of the Executive employee being evaluated.
  - a. The supervisor of the Executive employee will identify the evaluators for each of the three categories. The Executive employee being evaluated may then add evaluators for each category, depending on specific projects they may have worked on during the past year.
  - b. There shall be at least ten (10) evaluators identified for each category; however, there may be exceptions, such as when an Executive employee has less than ten subordinates or personnel under his/her responsibility. In those cases where there are insufficient number of evaluators who respond within a certain category, those results will be combined with another category in order to ensure confidentiality of the evaluator.
  - c. Evaluators for Chancellors and Associate Vice Presidents shall include, but are not limited to, the following:
    - (i) Subordinates, defined as all Executive employees on their campuses or in their units, plus all direct reports;
    - (ii) Peers, defined as all Chancellors and Associate Vice Presidents; and
    - (iii) Constituents, defined as individuals from governance groups such as Faculty Senate, Student Government, Community Council, Staff Council, or other campus employees or community members who they have working relationships with. In addition to the above, the Executive employee may add other evaluators to each group with the consent of their supervisor.
  - d. Evaluators for all other Executive employees shall include, but are not limited to, the following:
    - (i) Subordinates, defined as all executive employees and other staff under their direct supervision;
    - (ii) Peers, defined as other Executive employees on their campuses or in their units; and

- (iii) Constituents, defined as individuals from governance groups such as Faculty Senate, Student Government, Community Council, Staff Council, or other campus employees or community members who they have working relationships with. In addition to the above, the Executive employee may add other evaluators to each group with the consent of their supervisor.
- e. The confidential summaries of the assessments will be provided to the supervisor who will then discuss the results with the Executive employee being evaluated.
- 4. The evaluation of Chancellors shall include an assessment of their college's progress in meeting their respective strategic outcomes. The Chancellor may extend this assessment to other staff as appropriate.

#### **IV. Delegation of Authority**

#### **V. Contact Information**

Subject Matter Experts

Office of the Vice President for Community Colleges, telephone number 956-7038 or email at [jmorton@hawaii.edu](mailto:jmorton@hawaii.edu)

#### **VI. References**

- A. Board of Regents Policy, [RP 9.212](#), Executive and Managerial Personnel Policies

#### **VII. Exhibits and Appendices**

No Exhibits and Appendices found.

**Approved:**

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John Morton  
Vice President for Community Colleges

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Date