




UNIVERSITY of HAWAII*
KAPI'OLANI
 COMMUNITY COLLEGE

MEMORANDUM

March 16, 2009

TO: Louise Pagotto, Interim Vice Chancellor, Academic Affairs
 Milton Higa, Vice Chancellor, Administrative Services
 Mona Lee, Dean, Student Services & Holomua
 Carol Hoshiko, Dean, Culinary Arts, Hospitality & College
 Advancement
 Dennis Kawaharada, Interim Dean, Arts & Sciences, Business &
 Legal Education
 Bob Franco, Director, Institutional Effectiveness
 Conrad Nonaka, Director, Culinary Institute of the Pacific (CIP)
 Salvatore Lanzilotti, Interim Dean, Health Education

FROM: Leon Richards
 Chancellor 

SUBJECT: Self-Appraisal of Executive/Managerial and Significant Other
 Employees

Pursuant to Board of Regents' policy, Chapter 9-14 Executive/Managerial Personnel Policies, "every appointee... shall be evaluated for performance and accomplishments annually during the March – June period. Such evaluations shall include a review of the position description and classification assignment of the position to which the individual has been appointed. The results of the evaluation shall be the basis of reappointment as appropriate and for consideration of salary adjustments and performance incentive awards."

With this memo, please do your self-appraisal/assessment for AY 2008–09. Listed below are some documents you should use in your review and goals/objectives for next year:

1. Second UH Decade
2. Strategic Plans (Update Kapi'olani CC) 2008–2015
3. Tactical Plans
4. Program Reviews
5. Kapi'olani CC Stocktaking Presentation

Self-Appraisal of Executive/Managerial Employees

March 16, 2009

Page 2 of 2

6. UH Community Colleges Initiatives and Directions 2008–2015
7. UH System Strategic Outcomes and Performance Measures 2008–2015
8. 360 Performance Appraisal Results (except for Bob)
9. Special Focus Areas for department chair/unit heads (except for Bob)
10. etc.

Submit a self-evaluation that includes:

1. What were your major goals/objectives for the AY 2008–09? What actually did happen (your results and outcomes)?
2. Were there any discrepancies between what was expected to happen and what actually did happen?
3. What are your major goals/objectives and related outcomes and performance benchmarks for the coming AY 2009–10?

Please submit your self-appraisal, along with your goals/objectives, etc. by Friday, May 8, 2009.

Please note that Fawn will be calling you to schedule a meeting with me to discuss your assessment.

I am attaching Dennis Kawaharada's last year's self-appraisal. Please follow this format in doing your self-appraisal.

In addition, please note that we will be evaluated on equal opportunity and affirmative action efforts. For us, sexual harassment is being spotlighted. I will be assessing your efforts on how many employees in your area have completed the online sexual harassment training. Please provide data.

LR:fm

Attachment

NAME
TITLE
Self-appraisal for AY 2008 – 2009
Goals for AY 2009 – 2010

1. What were your major goals/objectives for the AY 2008 – 09? What actually did happen (your results and outcomes)? Were there any discrepancies between what was expected to happen and what actually did happen?

The following were my goals and objectives for last year, in italics, followed by comments on the outcomes.

AY 2008 – 09 Goals for Unit _____

A.

COMMENTS

B.

COMMENTS

C.

COMMENTS

D.

COMMENTS

2. What are our major goals/objectives and related outcomes and performance benchmarks for the coming AY 2009 – 2010?

Goal A.

Goal B.

Goal C.