



AP 2435 Evaluation of the CEO

Reference:

Education Code Section 87663
ACCJC Accreditation Standards 4.5

1. Evaluation of the CEO will occur per the terms stated in the CEO contract.
2. The Board President will work with the CEO to schedule and structure the evaluation meeting. The evaluation will be based on previously and mutually agreed upon format and may include review of performance based on the job description, stated annual goals and outcomes achieved, changes to the employment contract, strategies, and the scope of responsibility as denoted in BP 2430.
3. The Board will work with the CEO to develop an agreed-upon process/timeline for the evaluation.
4. The Board President and the CEO will review and approve an external consultant to develop the evaluation instrument, which will be agreed upon by the Board and the CEO.
5. The evaluation will be conducted in Closed Session and will include discussion on goals to be undertaken in the upcoming year.
6. At the annual evaluation meeting, the CEO shall provide an annual report regarding the State of the College as well as accomplishments and goals achieved by the CEO.
7. Within 30 days after the evaluation meeting, the Board President will meet with the CEO to present and discuss an Evaluation Report Letter on behalf of the Board.
8. The CEO will have 30 days from receipt of the **Evaluation Report Letter** to attach a written response to the Evaluation Report Letter.
9. The Evaluation Report Letter signed by all the Board of Trustees members and the CEO along with any written response from the CEO will be marked CONFIDENTIAL and placed in the CEO's personnel file.

Board Approved: 8/9/2023, 4/9/2025

Next Review Date: Spring 2029