

CEO Evaluation and Accountability Policy	Policy Number	1.3.2
	Effective Date	September 19, 2012

1.0 POLICY & PURPOSE

- A. The President is the only staff person accountable to the Board of Trustees for operational achievement and conduct.
 - 1) The Board will not give instructions to persons who report directly or indirectly to the President.
 - 2) The Board will not evaluate, either formally or informally, any staff other than the President.
 - 3) The Board will view the President’s performance as identical to organizational performance, so that organizational accomplishment will be deemed successful presidential performance.

- B. The Board will systematically and rigorously monitor the President’s job performance to determine the extent to which goals are being achieved and whether operational activities fall within boundaries set by the Board.

C. Presidential Evaluation

Each year, the Board will evaluate the President’s performance according to the following expectations and sequence, in addition to any other expectations or requirements established in the President’s contract.


- 1) Goal Setting – Each year, typically occurring in the late spring or early summer, the Board will collaboratively work with the President to establish a series of annual performance goals for the President. The goals shall be formally approved by the Board before the start of each new fiscal year (July 1st of each year).
- 2) Institutional Effectiveness Report – Each year, typically in the late summer or early fall, the President will present a report to the Board assessing and describing the performance of the College in areas of effectiveness and efficiency.
- 3) Progress Update – Each year, typically in the winter (December or January), the President shall provide the Board an update describing progress that she/he has made on the annual goals established in item 1) above.
- 4) Annual Self-Evaluation – Each year, typically in late spring, the President shall provide for the board a comprehensive self-evaluation of how s/he believes progress has been made on the goals established in 1) above, as well as the overall performance of the institution as provided in 2) above. In addition, the President shall provide the Board with a draft list of personal goals for the coming year, to help facilitate the Goal Setting process.
- 5) Presidential Evaluation – Each year, typically in late spring or early summer, and coinciding with the President’s annual self-evaluation and prior to the annual goal setting, the Board shall conduct a comprehensive review of the President’s performance in areas such as institutional effectiveness, goal attainment, general job performance, leadership, etc.

2.0 REVISION HISTORY

Adopted on: 9/19/12
 Revised on: 11/8/17

3.0 PERSONS AFFECTED

Persons affected by this policy are the Laramie County Community College Board of Trustees and President.

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) (Name)	Brenda Lyttle, Trustee	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12