



Los Angeles Community College District

Evaluation of College Academic Vice Presidents

DATA COLLECTION INSTRUMENT

Vice President Name _____ Area of Authority _____ College _____

EN _____ Evaluation Year _____ Evaluators Name & Title _____

Directions:

You have been identified as someone who can provide relevant information for use in the performance evaluation of the Vice President named above. The information you provide will be kept in confidence. It will be combined with responses from others and summarized by the College President when he/she prepares the overall evaluation.

Please complete this form using your own understanding of the position as detailed in the attached job description, and based upon your observation of the Vice President's performance. Please note that you are being asked to respond as a knowledgeable individual on your own, not on the behalf of a constituency group or organization. If you feel that you cannot comment on the Vice President's performance, please check here and immediately return this form to the President.

Vice Presidents are evaluate, in part, on their professional skill and ability – including leadership skills, communication skills, administrative/managerial skills, professional knowledge and expertise, and authority and support. The following pages list a series of behavioral indicators of these “dimensions” of a college Vice President's performance. To assist the President in evaluating the Vice President, please circle your response to each indicator of performance and include relevant comments. Specific examples that illustrate the Vice President's performance or help to explain your responses will be very helpful to the President as he/she prepares the overall evaluation.

The Scale used for those data collection instrument is as follows:

Rating	Definitions
4	Strongly Agree
3	Agree
2	Disagree
1	Strongly Disagree

Vice President Name _____

I. LEADERSHIP SKILL AND ABILITY: Text box below contains character limit. Attach additional sheet(s) if needed

- Has a sound understanding of the institutions vision, takes initiative to build on that vision, and promotes innovation and change.
- Demeanor instills confidence and encourages others to participate and collaborate collegially
- Adheres consistently to fundamental values like honesty, integrity, fairness, and inclusiveness.
- Demands high standards through clearly stated expectations and personal conduct
- Uses good judgement and responds to situations appropriately, including taking sensible risks
- Works hard to address problems forthrightly and solve them productively.
- Fosters an environment on campus in which all people feel genuinely included, no matter what their race, ethnicity, national origin, disability, sex, or sexual orientation.

COMMENTS: (Cite specific examples of performance, if possible)

II. COMMUNICATION SKILL AND ABILITY: Text box below contains character limit. Attach additional sheet(s) if needed

- Regularly exhibits and ability to inform and persuade others in oral and written communication
- Effectively articulates and conveys needs and goals to others
- Listens well and is receptive to the ideas of others
- Keeps well informed those who rely on the Vice President for information about schedules, deadlines, policy or regulatory changes, and similar administrative information.

COMMENTS: (Cite specific examples of performance, if possible)

Vice President Name

III. ADMINISTRATIVE/MANAGERIAL SKILL & ABILITY: Text box below contains character limit. Attach additional sheet(s) if needed

- Is organized and effectively conceptualizes, sets priorities, delegates and facilitates the accomplishment of tasks
- Demonstrates tenacity and singleness of purpose when necessary, but also adapts to and promotes change when appropriate
- Works well under pressure, responds well to crisis, and has a high tolerance for ambiguity
- Maintains a professional and cooperative attitude when working with groups, and builds consensus, trust and confidence among the people he or she works closely with
- Provides for broad participation and collaboration in planning and decision-making
- Gives firm direction when needed, is tactful in conveying criticism, and addresses conflicts constructively.

COMMENTS: (Cite specific examples of performance, if possible)

IV. PROFESSIONAL KNOWLEDGE AND EXPERTISE: Text box below contains character limit. Attach additional sheet(s) if needed

- Demonstrates knowledge of the important issues, trends, and developments affecting community colleges and other institutions of higher education in the nation, state, and region
- Manifests an understanding of college and District goals, policies, procedures, etc.
- Has an advanced level of knowledge of the systems and procedures needed to run a large and complex organization effectively
- Participates in professional and service organizations and activities at the local, state and national level, and uses professional contacts as resources when appropriate.

COMMENTS: (Cite specific examples of performance, if possible)

Vice President Name

V. USE OF ASSESSMENT RESULTS: Text box below contains character limit. Attach additional sheet(s) if needed

- Effectively analyzes information gathered from learning outcome assessments
- Takes information and analysis to the appropriate parties for discussion
- Engages in dialogue about learning and service outcomes assessment.

COMMENTS: (Cite specific examples of performance, if possible)

VI. AUTHORITY AND SUPPORT (10): Text box below contains character limit. Attach additional sheet(s) if needed

1. The Vice President has been delegated the authority and support necessary for performing assigned duties and demonstrates the ability to carry out assigned duties.

- (Check One) YES
- NO
- NO BASIS FOR JUDGEMENT

If you selected "NO" above, please indicate in your comments the nature and/or source of the problem if possible.

2. The Vice President has the appropriate support necessary to carry out his or her responsibilities.

- (Check One) YES
- NO
- NO BASIS FOR JUDGEMENT

If you selected "NO" above, please indicate in your comments the nature and/or source of the problem if possible.