

LOS ANGELES COMMUNITY COLLEGES
EVALUATION PROCEDURES FOR THE CHANCELLOR

DATA COLLECTION INSTRUMENT

Evaluee's Name:

Evaluation Year:

Directions:

You have been identified as someone who can provide relevant information for use in the performance evaluation of the Chancellor. The information you provide will be kept in confidence. It will be provided to the Board of Trustees when they prepare the evaluation.

Please complete this form using your own understanding of the position and your observation of the Chancellor's performance. Please note that you are being asked to respond as a knowledgeable individual on your own, not on behalf of a constituency group or organization. If you do feel that you cannot comment on the Chancellor's performance, **please check here** ____ and return this form immediately to the General Counsel.

The Chancellor is evaluated, in part, on his professional skill and ability—including leadership skills, communication skills, administrative/managerial skills, and professional knowledge and expertise. The following pages list a series of behavioral indicators of those "dimensions" of a Chancellor's performance. To assist the Board of Trustees in evaluating the Chancellor, please **circle** your response to each indicator of performance and include relevant comments. Specific examples that illustrate the Chancellor's performance or help to explain your responses will be very helpful to the Trustees as they prepare the Chancellor's evaluation.

The scale used for this data collection instrument is as follows.

RATING:	EXPLANATION:
5	Strongly agree
4	Agree
2	Disagree
1	Strongly Disagree
N	Not observed or inadequate basis to comment.

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DIMENSION: LEADERSHIP SKILL AND ABILITY

The Chancellor:

- 5 4 2 1 N has a coherent vision of the District’s preferred future, takes initiative to build on that vision, and promotes useful innovation and change
- 5 4 2 1 N motivates others by exhibiting enthusiasm
- 5 4 2 1 N adheres consistently to fundamental values like honesty, integrity, fairness, and inclusiveness
- 5 4 2 1 N demands high standards through clearly stated expectations and personal conduct
- 5 4 2 1 N uses good judgment and responds to situations appropriately, including taking sensible risks
- 5 4 2 1 N works hard to address problems forthrightly and solve them productively
- 5 4 2 1 N 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

5 = strongly agree 4 = agree 2 = disagree 1 = strongly disagree N = Not observed or inadequate basis to comment

Your Comments: (cite specific examples of performance if possible)

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DIMENSION: COMMUNICATION SKILL AND ABILITY

The Chancellor:

- 5 4 2 1 N** regularly exhibits the ability to inform and persuade others in oral and written communication.
- 5 4 2 1 N** effectively articulates and conveys needs and goals to others
- 5 4 2 1 N** listens well and is receptive to the ideas of others
- 5 4 2 1 N** keeps those who rely on the Chancellor for information about schedules, deadlines, policy or regulatory changes, and similar administrative information well informed

5 = strongly agree 4 = agree 2 = disagree 1 = strongly disagree N = Not observed or inadequate basis to comment

Your Comments: (cite specific examples of performance if possible)

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DIMENSION: ADMINISTRATIVE/MANAGERIAL SKILL AND ABILITY

The Chancellor:

- 5 4 2 1 N is organized and effectively structures, sets priorities for, delegates, and facilitates the accomplishment of tasks
- 5 4 2 1 N demonstrates tenacity and singleness of purpose when necessary, but also adapts to and promotes change when appropriate.
- 5 4 2 1 N works well under pressure, responds well to crisis, and has a high tolerance for ambiguity
- 5 4 2 1 N maintains a professional and cooperative attitude when working with groups, and builds consensus, trust and confidence among the people he or she works with closely
- 5 4 2 1 N provides for broad participation and collaboration in planning and decision-making
- 5 4 2 1 N gives firm direction when needed, is tactful in conveying criticism, and addresses conflicts constructively

5 = strongly agree 4 = agree 2 = disagree 1 = strongly disagree N = Not observed or inadequate basis to comment

Your Comments: (cite specific examples of performance if possible)

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DIMENSION: PROFESSIONAL KNOWLEDGE AND EXPERTISE

The Chancellor:

- 5 4 2 1 N demonstrates knowledge of the important issues, trends, and developments affecting community colleges and other institutions of higher education in the nation, the state and the region
- 5 4 2 1 N manifests an understanding of district goals, policies, procedures, etc
- 5 4 2 1 N has an appropriate level of knowledge of the systems and procedures needed to run a large and complex organization effectively
- 5 4 2 1 N participates in professional and service organizations and activities at the local, state and national level, and uses professional contacts as a resource when appropriate

5 = strongly agree 4 = agree 2 = disagree 1 = strongly disagree N = Not observed or inadequate basis to comment

Your Comments: (cite specific examples of performance if possible)

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DIMENSION: AUTHORITY AND SUPPORT

1. The Chancellor has the appropriate authority necessary to carry out his responsibilities.
(Please circle your response.)

YES NO NO BASIS FOR JUDGMENT

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

2. The Chancellor has the appropriate support necessary to carry out his responsibilities.
(Please circle your response.)

YES NO NO BASIS FOR JUDGMENT

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

Your Comments: (cite specific examples of performance if possible)