

# Policy

Policy # 3.09

Effective Date: 1/28/97

<i>(Impact Area - Dept Name)</i> Administration	<i>(General Subject Area)</i> Evaluation	<i>(Specific Subject Area)</i> Evaluation of Administrators
	<b>Author:</b> Ad Hoc Committee on Administrator Evaluations	<b>Supersedes Policy #</b> New
<b>Relates to Procedure #</b> 3.09	<b>Impact:</b>	
<b>Legal Citation (if any):</b>		
<b>North Idaho College</b>		

Policy Narrative

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The purpose of the Formative Evaluation for Administrators is to continuously improve the quality of management at North Idaho College by assessing both the performance of administrators and the systems and processes in which they function.

In order to achieve the goals and mission of the college, it is imperative that administrators be held to a high standard of leadership. Formative evaluations are tools for helping administrators improve not only their performance, but the work environment and, therefore, the performance of subordinate employees.

Two groups of employees will participate in each administrator's performance evaluation: those who are directly supervised by the administrator and those who are impacted by that supervisor.

Newly hired administrators will be evaluated each year for the first two years; thereafter, each administrator will be evaluated every two years. These formative evaluations, placed in the administrator's personnel file for five years, will be included in the formal summative evaluation process.