

Procedure

Procedure # 3.09
 Effective Date 1/28/97

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

Procedure Narrative

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1. Administrators will be evaluated by those immediately under their supervision, especially with respect to the systems and processes within which they function. The administrators who will be evaluated by this procedure are to include, but not be limited to the following:
 - President
 - Vice Presidents
 - Assistant Vice Presidents
 - Division Chairs
 - Directors
 - Supervisors
 - Coordinators

2. Administrators will also be evaluated by employees not directly under their supervision, i.e., employees who are impacted by the systems overseen by those supervisors.
 - A. The administrator to be evaluated, as well as that administrator's supervisor, will identify the employees that are indirectly impacted, and a random selection will be taken from this group for the evaluation process.

- B. If there are more than 20 employees, then a statistically significant random sample will be selected to perform the evaluation; if less than 20 or equal to, all employees will be selected.
3. Formative evaluations will be conducted anonymously in the spring and should be administered as follows:
 - A. On the evaluation form, the evaluator's relationship to the administrator will be indicated, denoting whether the evaluator is:
 - directly supervised by the administrator
 - indirectly supervised by the administrator
 - an NIC student
 - a community member
 - a faculty member, full-time or part-time
 - a staff member, full-time or part-time
 - B. All evaluation forms will be sent to the Human Resources Department at the time of completion.
 - C. One copy of the evaluation results will go to the administrator being evaluated.
 - D. A second copy will go to the immediate supervisor of the person being evaluated.
 - E. A third copy will become part of the evaluated administrator's permanent record in the Human Resources Department, and will be kept for a period of five years.
 - F. The Human Resources Department will devise a method of assuring anonymity for those participating in the evaluation process.