



March 2017

Gateway Community and Technical College
Board of Directors President's Annual Performance Evaluation Guidelines

Below are the KCTCS guidelines for the board of director's performance evaluation of the president of the Gateway Community and Technical College. This two-part evaluation will be based upon (1) four aspects of performance, (2) and two open-ended questions.

Each board member will complete the evaluation, optionally and anonymously. The chair of the Performance Evaluation Committee will receive, no later than May 7, hard copies of the individual evaluations on behalf of the committee. An addressed and stamped envelope is provided for mailing. The Performance Evaluation of the President Committee will prepare a summary evaluation. The evaluation will be reviewed with the Gateway President by the chairs of the committee and the board and then presented for approval to the Gateway board at its May 24 meeting. Once approved the summary evaluation will be submitted directly to the KCTCS president to be used as part of the president's annual performance evaluation.

Please take adequate time to thoughtfully consider these performance aspects and open-ended questions. Responses will not be identified by board member and only aggregate information will be shared. Please note that responses to questions 1 and 2 will be especially helpful to the president in strengthening his effectiveness as the CEO of the college during the coming year.

Each performance aspect will be rated using a "coded rating" under each performance aspect. Please use the following rating scale:

EE : Exceeds expectations

ME : Meets expectations

P : Progressing

NI : Needs improvement

NA: Insufficient information

Any board member may include additional typed comments on a separate page; your comments in support of your ratings will be helpful during discussion for preparation of the summary evaluation. Please reference resources at www.gateway.kctcs.edu to aid you in completing this evaluation, including:

- Gateway Vision, Values, Mission Statement
- President's Periodic Reports to the Board
- Retreat minutes