Joint Committee of Personnel & Legislative to the Elected Administrative Evaluation Committee (AEC)

Guidelines for the Evaluation of Administrators appointed by the President of New York City College of Technology

1. Positions to be evaluated are those on the Executive Compensation Plan (ECP; a list can be obtained from Instructional Staff Relations). These positions include, but are not limited to Provosts, Vice Presidents, and Deans.

2. There are two options for evaluation.

Option A: To evaluate by position:
A1.   Eligibility for Evaluation: Must have served in title for a minimum of three years at the time of evaluation.
A2.   Frequency of Evaluation: Two positions in (1) to be evaluated per academic year. No position should be evaluated in consecutive years.
A3.   Time line for Evaluation:
   A3.1 Each title being evaluated will be notified as soon as possible.
   A3.2 Each title being evaluated will be given self-evaluation questions and must be returned within 30 days of receipt.
   A3.3 Administrative Evaluation Committee (AEC) will develop a questionnaire that will be sent to the appropriate bodies who will reply to the questionnaire within 20 days. The questionnaire should contain the title of person completing the evaluation, but not the name.
A4.   Conducting the Personal Interview: Following the return and evaluation of the questionnaires and the self-evaluations, interview questions are to be formulated and interviews conducted with those being evaluated, and with others selected at the discretion of the AEC.
A5.   Disposition of the reports of evaluation: A report will be issued, before the end of the academic year. Prior to the final submission of the reports, the findings, based upon the personal evaluations, the questionnaires, and the interviews, will be sent to each title being evaluated, who will be given 30 days to review and attach a response to the report. Following this review, copies of the reports of evaluations will be forwarded to the President for his/her review/disposition. A copy of these reports will also be sent to the Executive Committee of College Council.

Option B: To evaluate a category of responsibility related to one or more of the titles (for example, registration, student services, financial aid, technology, etc.).
B1.   Time line for evaluation:
   B1.1 The topic shall be investigated, relevant data requested and collected, and interviews conducted first with relevant persons who are not on the ECP.

B1.2 Titles relevant to the topic shall be notified that the topic is being evaluated and that they will be asked to fill out a questionnaire requiring a self-evaluation as it pertains to the topic investigated.

B1.3 Once the questionnaire is delivered to the title, the title will have 20 days to reply.

B2.   Conducting the Personal Interview: Following the return and evaluation of the questionnaires, interviews of relevant persons on the ECP will be conducted.

B3.   Disposition of the reports of evaluation: A report will be issued, before the end of the academic year. Prior to the final submission of the reports, the findings, based upon the requested data, questionnaires, and the interviews, will be sent to each title relevant to the topic investigated, who will be given 30 days to review and attach a response to the report. Following this review, copies of the reports of evaluations will be forwarded to the President for his/her review/disposition. A copy of these reports will also be sent to the Executive Committee of College Council.