


PROCEDURE

Subject	Board Self-Evaluation	Number: 1.08.02
Reference (Rule #) 6HX14-1.08 6HX14-1.45		
President's Approval/Date:	 1/25/24	

PROCEDURE:

It shall be the responsibility of the District Board of Trustees of the State College of Florida Manatee-Sarasota to participate in a self-evaluation on a biennial basis, the process of which will be initiated by the President in the fall of each odd numbered year.

The self-evaluation form is sent to each member of the District Board of Trustees, who prepares and submits his or her response to the Chair of the Board, c/o the Executive Assistant to the President. The self-evaluation instrument shall be used privately and independently by each member of the District Board of Trustees.

Once all self-evaluations have been received, the Executive Assistant to the President will compile the responses of the individual members of the Board into a single document for the Board Chair. The Chair and the President will discuss the self-evaluations, prior to the Board meeting at which the self- evaluation will appear as an item on the agenda.

At the Board meeting, the Chair will present a summary of the self-evaluation. Opportunities will be provided for members of the Board to make comments and ask questions during this discussion. After completion of the self- evaluation at the Board meeting and acceptance by the District Board of Trustees, the self-evaluation summary shall be filed with the Board Secretary.

Self-Evaluation Guideline:

Oct 1, President's office sends to individual Trustees:

- Letter to the Trustees
- Self Evaluation policy
- Blank Self Evaluation form

Oct 21, Deadline for Trustees to return completed self-evaluation

- Trustees return his/her response to the Chair of the Board, c/o the Executive Assistant to the President
- Executive Assistant to the President compiles the responses of the individual members of the Board into a single document for the Board Chair

Nov 1, The Chair and the President review the self-evaluations

- The Chair and the President will discuss the self-evaluations and the President's response

Nov - Dec Board Meeting

- The Chair will present a summary of the Board's self-evaluation
- Opportunities will be provided for members of the Board to make comments and ask questions during this discussion
- After completion of the self-evaluation at the Board meeting and acceptance by the District Board of Trustees, the self-evaluation summary shall be filed with the Board Secretary