PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS
Meeting of October 27, 2026

ITEM:	Policy PP-2023: Administrator Evaluations
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Resolved, that the Pierpont Board of Governors approve the 30-day public notice of changes to Policy PP-2023: Administrator Evaluations.
STAFF MEMBER:	George H. Perich; Vice President, Human Resources & Org. Dev**.**
BACKGROUND:	The language in the existing policy requires language changes to reflect changes in operations and WV Statute.

The last revision of the Pierpont Community & Technical College's Administrator Evaluations Policy was approved in June 2004 and is based upon Fairmont State's processes and does not reflect the institution's revised institutional guidelines. The revised policy is based upon organizational strategic operations and is more efficient.

PUBLIC COMMENT PERIOD: October 29, 2026 through November 28, 2026

All comments are to be made in writing to:

Amanda Hawkinberry
Executive Assistant to the President
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554
Acollins11@pierpont.edu

The proposed policy will be available for public viewing on the Pierpont Community & Technical College website at https://www.pierpont.edu/about/board-of-governors/policies/

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 23
TITLE: ADMINISTRATOR EVALUATION

Effective Date: July 1, 2004
Amended:
Repealed:

SECTION 1. GENERAL

1.1 Scope –Policy regarding the evaluation of administrators

1.3 Effective Date –July 1, 2004

SECTION 2.

The President or his or her designee shall conduct a written performance evaluation of the administrator every third year of the administrator's employment. The administrator's performance shall be evaluated in relation to the duties and responsibilities assigned by the president or designee and any other criteria previously established by his or her supervisor.

The President or his or her designee shall appoint a committee of institutional personnel including faculty and staff, members of boards of advisors where appropriate, students, and a representative of the governing board where appropriate, who are knowledgeable in matters pertaining to the administrator's area of responsibility, to assist in the evaluation in a way deemed most appropriate by the president.

The committee shall meet with the administrator and may schedule interviews, meetings, or open forums to receive the views of the campus community and community at large.

The President or his or her designee shall use the report of the committee in his or her own written evaluation of the administrator. The President or designee's evaluation shall be reported to the Chair of the Board of Governors.

In addition to the formal evaluation every three years, the administrator shall receive a yearly evaluation. The yearly evaluation shall be based on a self-evaluation consisting of a critical review of progress in achieving goals from the previous year and the setting of goals for the subsequent year.

SECTION 3.

Those administrators covered under this policy include: Vice Presidents, Provosts, Assistant or Associate Provosts, others as determined by the President.

The President will develop an initial rotation schedule for the evaluations, with approximately one-third done in any given year.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-2023

TITLE: Administrator Evaluations
REFERENCE: Authority –West Virginia Code §18B-7-5, 18B-1-6 & 18B-7-9.
EFFECTIVE DATE: December 1, 2026
AMENDED: December 1, 2026
REPEALED:
REVIEWED: September 17, 2026

SECTION 1. GENERAL

1.1 ~~1.1~~ The President or his or her designee shall conduct a written performance evaluation of the administrator annually ~~every third year of the administrator's employment.~~ The administrator's performance shall be evaluated in relation to the duties and responsibilities assigned by the president or designee and any other criteria previously established by his or her supervisor.

1.2 The evaluation process is intended to:

1.2.1 Align Administrator performance with the mission, vision, strategic plan, and institutional priorities of the College;
1.2.2 Establish clear annual goals and measurable performance expectations;
1.2.3 Assess the Administrator's effectiveness in achieving established goals and fulfilling assigned responsibilities;
1.2.4 Encourage continuous improvement, professional growth, innovation, and leadership development;

SECTION 2. SCOPE

~~The President or his or her designee shall appoint a committee of institutional personnel including faculty and staff, members of boards of advisors where appropriate, students, and a representative of the governing board where appropriate, who are knowledgeable in matters pertaining to the administrator's area of responsibility, to assist in the evaluation in a way deemed most appropriate by the president.~~

~~The committee shall meet with the administrator and may schedule interviews, meetings, or open forums to receive the views of the campus community and community at large.~~

~~The President or his or her designee shall use the report of the committee in his or her own written evaluation of the administrator. The President or designee's evaluation shall be reported to the Chair of the Board of Governors.~~

~~In addition to the formal evaluation every three years, the administrator shall receive a yearly evaluation.~~

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2.1 The annual~~yearly~~ evaluation ~~shall~~will be based on a self-evaluation consisting of a critical review of progress in achieving goals from the previous fiscal year and the setting of goals for the subsequent fiscal year.

2.2 This policy applies to all Administrators and other positions designated by the President (Administrator) as members of the College's executive leadership team.

SECTION 3. ANNUAL GOAL SETTING

~~Those administrators covered under this policy include: Vice Presidents, Provosts, Assistant or Associate Provosts, others as determined by the President.~~

~~The President will develop an initial rotation schedule for the evaluations, with approximately one-third done in any given year.~~

3.1 At the beginning of each evaluation cycle, the President and each Administrator will establish written performance goals for the upcoming year. Goals should be established within 45 days of the beginning of the next fiscal year and shall be documented.

3.2 Each Administrator should normally have between three (3) and five (5) significant annual goals. The number of goals may vary based on the Administrator's responsibilities, major institutional initiatives, and the complexity of the individual's assigned area.

3.3 Annual goals should generally address Pierpont's strategic plan or major organizational priorities, as well as area-specific goals related to the Administrator's assigned area of responsibility.

3.4 Given the rapidly changing environment, annual goals may be subject to change, adjustment, or elimination.

SECTION 4. OTHER DUTIES AND RESPONSIBILITIES

4.1 In addition to annual goals, each Administrator will be evaluated on the effective performance of the ongoing duties and responsibilities contained in the individual's job description. Evaluation of ongoing responsibilities may include:

4.1.1 Leadership and management
4.1.2 Fiscal Responsibility
4.1.3 Employee Development
4.1.4 Communication
4.1.5 Collaboration
4.1.6 Customer Service
4.1.7 Compliance
4.1.8 Accountability

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SECTION 5. EVALUATION PROCESS

5.1 Establish Goals The president and administrator meet, prior to the beginning of the fiscal year, to establish and document annual goals.

5.2 Mid-Year Review. Approximately halfway through the evaluation cycle, the President and Administrator meet to review progress. The mid-year review should address:

5.2.1 Progress toward each goal
5.2.2 Barriers or challenges
5.2.3 Changes in institutional priorities
5.2.4 Resources needed
5.2.5 Goals that should be modified or discontinued
5.2.6 New priorities that should be incorporated
5.2.7 The mid-year review is intended to be developmental and does not necessarily constitute a formal evaluation.

5.3 Administrator Self Evaluation. Prior to the annual evaluation meeting, the Administrator completes a self-evaluation addressing each established goal and the individual's overall performance. The self-evaluation should identify:

5.3.1 Accomplishments
5.3.2 Supporting data
5.3.3 Goals not achieved and reasons
5.3.4 Significant unanticipated accomplishments
5.3.5 Areas requiring improvement
5.3.6 Goals or priorities for the upcoming evaluation period

5.4 President Evaluation. The President shall create and conduct the formal annual evaluation, then meet with the Administrator to discuss the evaluation. The meeting should include:

5.4.1 Review of accomplishments
5.4.2 Discussion of areas for improvement
5.4.3 Review of goal achievement
5.4.4 Discussion of institutional priorities
5.4.5 Establishment of preliminary goals for the next evaluation cycle.

5.5 The President shall complete the final written evaluation and provide a copy to the Administrator.

SECTION 6. PROFESSIONAL DEVELOPMENT

6.1 Each annual evaluation shall identify professional development activities that may improve the administrator's effectiveness or prepare the individual for future institutional responsibilities. Professional development may include:

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6.1.1 Executive leadership development
6.1.2 Higher education conferences
6.1.3 Professional certifications
6.1.4 Professional associations
6.1.5 Specialized training
6.1.6 Mentoring
6.1.7 Executive education;
6.1.8 Other activities approved by the President.

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