



Executive Director & Fulltime Staff Performance Appraisal Timeline 2015-16

- **Review Executive Director Evaluation Process** with A.S.I. President Tuesday, October 27
- **A.S.I. Personnel Committee** reviews *Executive Director & Fulltime Staff Performance Appraisal Timeline* Tuesday, October 27
 - **A.S.I. President announces ED Evaluation timeline** and expectations to the A.S.I. Board and distributes evaluations
- **Deadline for Executive Director Evaluations to Jennifer Miller, Dean of Students SA 115** **Friday, April 22**
Nancy Wada McKee, Senior Associate VP for Enrollment Management,
- **Evaluation results are compiled** by Dean of Students/Senior Associate VP for Enrollment Management Wednesday, April 27 – May 5
- **Directors Complete their evaluations Fulltime Staff** & delivers to Executive Director to review Wednesday, April 27
- **Executive Director Completes evaluations of Directors** & delivers to Dean of Students/Senior Associate VP for Enrollment Management Tuesday, May 3
- **A.S.I. President reviews results with Dean of Students or Senior Associate VP for Enrollment Management** Tuesday, May 3 – 6
 - A.S.I. President provides an evaluation summarizing results and shares with Executive Director
- **Dean of Students.SA VP of Enrollment Management** returns evaluations to the Executive Director Monday, May 9
- **Executive Director reviews evaluations with staff members** Monday, May 9 – 16
A.S.I. President reviews evaluation with Executive Director
- **A.S.I. Personnel Committee** reviews staff evaluations provided by the A.S.I. President and Executive Director and takes action Tuesday, May 17
- **A.S.I. Board reviews the A.S.I. Personnel Committee Recommendation** on the Executive Director & staff evaluation and takes action Thursday, May 26

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