

ASI Executive Director Evaluation Process

April 4, 2023

The Personnel Committee is charged with the review of ASI's employee matters, as stated in the ASI Bylaws and the Personnel Committee Code of Procedure. Currently, employee evaluations are listed under the Committee responsibilities, which are further articulated in Policy 106- Performance Appraisals.

ASI Policy 106- Performance Appraisal does not specifically describe the process to evaluate the Executive Director (ED), which should be different than evaluating the rest of the full-time staff in ASI because the ED reports to the BOD as well as University leadership. However, the Policy only mentions the ED in section 5.2.4. regarding the timeline when the appraisal should occur. The process below outlines a modified evaluation plan for the ED that honors the three components of the evaluation process outlined in the policy: self-appraisal, peer-appraisal, and supervisor appraisal.

As the ED is accountable to the ASI Board of Directors and the University President (or designee). The ASI President and the AVP/Dean of Students, as the President's designee, shall preside over the evaluation process, seek feedback from others as they deem necessary, be the co-authors of the final evaluation, and shall meet with the ED to provide the evaluation consultation.

The Executive Director's evaluation shall be confidential. The documentation and results of the evaluation shall remain with University HR, where the Executive Director's personnel file is held. A summary of the process, but not the detailed feedback, will be shared by the ASI President with the Board of Directors upon completion of the evaluation. The evaluation process may involve individuals outside of the Personnel Committee who may be asked for feedback on the Executive Director's performance and their feedback shall also remain confidential.

EVALUATION STAGES

1. Executive Director self-evaluation – Presented to ASI Personnel Committee 4/4/23

The ED shall complete a self-evaluation and present it to the Personnel Committee on their professional accomplishments for the evaluation period using the ASI Staff Evaluation template. The ED's self-evaluation will be presented as a discussion item in closed session, during which time the committee may ask the ED questions about the self-evaluation.

2. Peer Review – To be completed by 4/21/23

- a. The Personnel Committee is charged with the responsibility of advising the Board of Directors on all ASI personnel and human resource matters. The membership of the committee consists of the Executive Officers, who have the most contact with the ED. As such, the Personnel Committee shall provide feedback to the ASI President and AVP/Dean of Students on the performance of the ED over the review period.
 - i. The feedback will be related to the ED's accomplishments and the professional competencies articulated in the ED job description, as well as the proposed goals for the coming year.
 - ii. The feedback shall be provided individually in written format through an online survey.
 - iii. Comments must be provided no later than **April 11 by 11:45pm**.
 - iv. The ASI President and AVP/Dean of students shall review and consider the feedback to incorporate feedback in the final written evaluation.

- b. The ASI President and AVP/Dean of Students may choose to gather feedback (written or verbal) from additional students, staff, or administrators on campus to help them evaluate the ED's performance for the given review period, which may be included in the written evaluation.

3. Written Performance Evaluation

- a. The ASI President and AVP/Dean of Students shall draft the employee evaluation by **4/23/23**.
- b. A draft of the performance evaluation will be shared with the VP for Student Life by **April 24, 2023**.
- c. Final comments from the VP for Student Life and/or the University President shall be incorporated into the final evaluation to be shared with the ED.

4. ED Evaluation Meeting – To be completed by 5/10/23

- a. The final draft of the evaluation form may be shared with the VP for Student Life and the University President for comment and approval.
- b. The ASI President and AVP/Dean of Students shall arrange an evaluation meeting with the ED to review the evaluation and discuss the goals for the coming year. The ASI attorney may also be involved in the evaluation meeting to ensure the legal interests of ASI are protected.
 - i. Prior to the meeting, the ED shall be provided a written copy of the final evaluation for review.
 - ii. The meeting shall consist of a review of the rankings of the competencies, the comments and feedback on the professional performance of the ED, and a discussion of the goals for the current evaluation period as well as the upcoming year.
 - iii. The ED shall be provided the opportunity to explain performance issues raised in the evaluation and be allowed to submit comments in writing to be included in the final evaluation prior to being signed.
- c. Two copies of the final evaluation shall be printed and signed; one to be given to the ED and the other delivered to the AVP for HR to be saved in the ED's personnel file – to be **filed by 5/31/23**.

5. Reporting to the BOD – May 11, 2023

- a. The ASI President and/or AVP/Dean of Students shall report to the ASI Board of Directors that the ED evaluation has been completed as required by ASI policy.
- b. The report may also include who had been consulted in the Peer Review and who had input in the final evaluation from the university.
- c. At the discretion of the ASI President and AVP/Dean of Students, the report may include a brief summary of the ED's accomplishments and goals for review period the coming year but should not address any of the confidential information contained in the report.