



Executive Director Evaluation Process

February 2025

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](#). The Personnel Committee is also charged to, "assist the ASI President and the AVP/Dean of Students in conducting the annual performance review of the ASI Executive Director." The evaluation process starts early in the spring semester so that the evaluation of the ED may be completed by the last scheduled Board meeting on May 8, 2025.

[ASI Policy 106- Performance Appraisal](#) does not specifically describe the process to evaluate the Executive Director (ED), which is different than evaluating the rest of the ASI full-time staff because the ED reports to the BOD as well as University leadership. The Policy only mentions the ED in section 5.2.4. regarding the timeline when the appraisal should occur. The modified process articulated below honors the three components of the performance review process and has been used the past three years to conduct the evaluation of the Executive Director.

Per CSU policy and the California Education Code, the ED is accountable to the ASI Board of Directors and the University President. The ASI President, as the Chair of the BOD, and the AVP/Dean of Students, as the President's designated advisor to ASI, shall preside over the evaluation process, seek feedback from others as they deem necessary, be the co-authors of the 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 – To be presented to ASI Personnel Committee 3/11/25**
 - a. 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 as it pertains to the job description and expectations of the role.
 - b. Once submitted, the ASI President and AVP/Dean of Students may begin their review and evaluation of the ED's performance for the year and begin drafting comments on the self-evaluation as submitted by the ED.

2. **Peer Review – To be completed by 4/18/25**
 - 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.

- b. The peer review shall include feedback from the Personnel Committee through verbal or written comments submitted to the ASI President and AVP/Dean of Students, which may be provided individually in written format, through an online survey, or verbally in conversations as a committee. An opportunity for verbal feedback and discussion will be included as an agenda item on the April 15, 2025 meeting of the Personnel Committee. Constructive comments should be related to the ED's accomplishments and the professional competencies as articulated in the ED job description, as well as the goals that were stated for the evaluation year.
 - c. The ASI President and AVP/Dean of Students may choose to gather feedback (written or verbal) from additional ASI student leaders, 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.
 - d. According to CSU policy, the ED reports to the University President and other members of the University Cabinet, who may also be consulted in the evaluation process for the ED.
3. **Written Performance Evaluation – To be completed by 4/28/25**
- a. The ASI President and AVP/Dean of Students shall draft the employee evaluation, providing constructive feedback and performance recommendations that align with the ED position description, and may include feedback from the peer review as appropriate. The written evaluation shall be confidential and will not be shared except with University Leadership and the ASI attorney if necessary.
4. **ED Evaluation Meeting – To be completed by 5/8/25**
- a. 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. At least 48 hours prior to the meeting, the ED shall be provided with 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.
 - b. 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 5/31/25.**
5. **Reporting to the BOD – May 8, 2025**
- 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. The report may include who had been consulted in the Peer Review and who had input in the final evaluation from the university. 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.