

Sample Executive Director/Administrator Evaluation

Review Process

1. After this form has been reviewed and tentatively approved by the Board, it will be given to the Executive Director/Administrator (ED/A) for review, and make additions and suggestions, before returning it with their comments at a future Board meeting.
2. When that enhanced form is Board approved, it will be the basis for the ED's review.
3. Each Board member will rate the ED separately. Staff may also be asked to rate the ED anonymously. Then Board members and participating Staff will give their ratings to the Board President or designee, orally or in writing, during a closed session of the Board, and the President or designee will compile them.
4. ED will separately rate their own performance on each of the criteria.
5. The Board's ratings will be discussed with the ED in a meeting with Board President, and one to more Board members who wish to participate.
6. In areas where need for improvement is indicated, a plan to strengthen ED's performance will be developed in conjunction with ED.
7. A Board might like to expand the review to a 360 evaluation, which includes getting input from direct reports, and peers, if applicable.
8. Note, this process may identify areas in which the Board may need to play a larger role, such as developing working relationships with organizations and the field, in support of the ED and the facility.