

# Department Head Performance Evaluations for 2011/12

Organization, Personnel and Technology  
Committee

Item 7c

May 7, 2012

# DH Performance Evaluations Completed by July 31

## PHASE 1 – Department Head Goal Setting and Narrative Summary

Assessment  
Process  
Shared with  
Board and  
Department  
Heads

Department  
Goal Setting  
for  
FY 2012/13

Department  
Head  
Prepares  
Narrative  
Summary for  
Board Review

Narrative  
Summary:  
  
4 Topics

PERFORMANCE RATING  
FACTORS:  
• Strategic Leadership  
• Operational  
Leadership  
• Personal and Team  
Leadership  
• Board Relationships

May/June

June 4 – June 28

## PHASE 2 – Board Member Evaluations

DH Narratives  
and Web Link  
Provided to  
Board  
Members

Completed  
Evaluations  
By Board Due

Data  
Summarized  
by Outside  
Firm

DH Evaluation  
Results  
Distributed to  
Board

Executive  
Committee/Board  
DH Evaluations  
Finalized

June 29 July 13

July 16 - 19

July 20

July 24

## PHASE 3 – Final Performance Rating and Feedback

Performance / Development  
Feedback to Direct Reports  
by the Chairman and OPT Chairs

Salary Review  
Effective  
7-1-12

Department Head  
Mid-Year Progress Check

July 25 - 31

August 20 - 21

Jan 2013

# Final Performance Evaluation Session FY2011/12

1

**Performance Feedback Summaries to Board**

2

**Review Top/Bottom 5  
Favorable Leadership  
and Board  
Relationships Ratings**

**Review Combined  
Board Overall  
Performance  
Evaluation**

**Board Comments  
and Discussion**

**Finalize  
Department Head  
Rating**

3

**Performance Feedback to Department Heads  
(Post-Review Session)**

4

**Department Head Performance Plan  
to Address Board Evaluation Feedback  
(Mid-Year Progress Check)**

