Guidelines for Annual Performance Evaluation of the Executive Director

Responsibilities of Each Board Member

- Actively participate in Executive Director's evaluation process.
- Prior to writing your evaluation, please review the documents provided by the Executive Director that identify the year's targeted activities, highlights of personal and system accomplishments, and self-evaluation of professional performance.
- Provide constructive feedback, e.g., what would improve results, if commenting on perceived shortcomings.
- Be specific throughout the evaluation – provide situational examples, describe circumstances thoroughly. Do not assume that members of the Executive Committee will remember all events with the same detail that you do.
- Our mutual goal in this evaluation process is to continuously increase the value of NSLS to our diverse communities. We can achieve this goal by acknowledging the successes and shortfalls of the previous year; identifying the circumstances and actions that contributed to those successes and shortfalls; and by defining the means to achieve ongoing improvements at the level of the Board and Executive Director for the upcoming year.

General Information

Options for completion of Executive Director Evaluation form:

- Write evaluation comments on printed form [hand-out] and submit anonymously (if you prefer) to Board President by mail via NSLS, fax, or hand-in before start of the March board meeting.
- Electronic submissions are encouraged.Type evaluation comments into electronic document, print out, and submit to Board President, as above.
- Type evaluation comments into electronic document, re-save document, and return to Board President by email before start of the March board meeting.

Notes of Evaluation Form Design

- Note no numerical assignments – that's intentional
- All responses are to be narrative… constructive feedback… fact-based evaluation of topics presented by the form… use the "Other Comments" area for commentary on items not covered by the specified evaluation categories

- Questions about the form, formatting the content of your response, or any other questions about the evaluation form or process should be directed to Chair of the Board Effectiveness committee.
- Please do not just say “yes” or “no” or “sometimes” – elaborate on your viewpoint by providing concrete examples from the current evaluation year.
- All evaluations are due back to the Board President before the March Board Meeting – no evaluations will be accepted after the start of the March meeting.

Role of the Executive Committee

- At the beginning of each service year, the NSLS Board elects four members to serve as officers of the Board and act as our Executive Committee.
- We elect those members of the Board whom we consider worthy of our trust to accurately represent our interests as board members and to uphold our high expectations for the Executive Director in her role of leading the NSLS organization.
- The Executive Committee members will thoroughly consider the responses provided in each evaluation form to identify items of general agreement in the reviews of the Executive Director’s professional performance during the period of time under review. Individual statements of concern will also be given appropriate consideration.
    - Positives:
        - organizational and/or personal successes
        - contributions to our library communities beyond expectations
        - demonstrated leadership
        - development of new or unforeseen opportunities
    - Negatives:
        - missed opportunities
        - areas for professional development
    - Recommended activities for the future

- Following the Executive Committee’s review of all evaluations, they will achieve consensus and prepare a summary performance evaluation to deliver to the Executive Director. Based upon this summary performance evaluation, the Executive Committee will determine whether a salary increase will be awarded for the next year and the amount of that increase taking into account the projected pool of salary dollars for the coming fiscal year.

Role of the Board President

On behalf of the Executive Committee, the Board President will present the Executive Committee's summary evaluation and any associated salary modification to the Executive Director privately before the regular April NSLS Board meeting.

Please Note

There will be no special meeting of the full board to discuss the individual evaluations or any salary modifications for the Executive Director, unless a motion is put forward and approved requesting such a meeting before the adjournment of the March NSLS Board meeting.