

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
GOVERNANCE AND ORGANIZATION
CHAPTER 2.0

2.211

EVALUATION OF THE DIRECTOR

The School Board and Director of Florida State University Schools, recognize the need to review the Director's performance annually. This evaluation serves to assist both the Board and the Director in the proper discharge of their responsibilities and to enable the Board to provide the FSUS with the best possible leadership.

This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Director. The intent of the evaluation is to:

- A. Arrive at certain conclusions as to the effectiveness of the Director in achieving the objectives of the district and fulfilling school vision and mission.
- B. Communicate those conclusions to the Director while providing counsel and direction to them.
- C. Enhance the working relationship between the Board, College, and Director of Florida State University Schools.
- D. Promote the professional learning and growth of the Director to enhance district operations.
- E. Guide decisions relative to continued employment and compensation of the Director.

The Director's evaluation will be both performance-based and competency-based and shall consist of a self-assessment completed by the Director to be submitted to the Board and the Dean by May 1st of each year.

Performance-based criteria may vary from year to year, depending on the District's priorities. The evaluation will emphasize how successfully the Director performed in meeting the established goals and criteria.

Competency-based criteria may assess other responsibilities and personal characteristics including: Ethics; Governance and Compliance; Leadership and Vision; Academic Achievement and Accountability; Staff and Personnel Management; Stakeholder Engagement; Financial Management and Operations; and Board Relations.

The Board Chair may establish a Directors Evaluation Committee to review the annual evaluation instrument and determine a timeline each year to complete the evaluation process of the Director.

The responsibility for evaluating the Director on an annual basis shall lie with the Board members and the Dean, using the procedure outlined in the Board approved evaluation instrument.

By May 31 each year, the Board Chair and Dean shall meet with the Director to discuss the summative evaluation and document any feedback by the Director if needed. Summative evaluation instruments, procedures, and improvement goals, if needed, for the following year's evaluation will be negotiated, reviewed and agreed upon by the Director, School Board Chair, and Dean.

The final evaluation report should be presented by the June Board Meeting of each year. A copy of the signed evaluation will be placed in the Director's personnel file and a copy given to the Director.

Legal F.S. 1012.34