

WISCONSIN VALLEY LIBRARY SERVICE

Procedure for Director Evaluation

The Executive Committee shall conduct a bi-annual evaluation of the System Director.

As part of the evaluation process, the Executive Committee and the Director shall review and update the job description and established goals.

The Executive Committee shall establish a standard set of evaluation criteria for the Director and provide the criteria to the Director.

The evaluation process shall begin in March and be completed prior to the May meeting of the WVLS Board. In March, the Executive Committee shall mail the evaluation form (along with a self-addressed, stamped envelope) to the Director and WVLS board members requesting that responses be completed and returned by April 1st.

In early May, the Executive Committee shall prepare a final evaluation and discuss the results with the Director. Following the discussion, an oral report highlighting the evaluation process and the results shall be provided to the WVLS Board in a closed session meeting.

Evaluation notes and responses shall be kept confidential and shall be destroyed upon completion of the evaluation. A copy of the final evaluation shall be placed in the Director's personnel file and also given to the Director.

Approved by the WVLS Board of Trustees; August 4, 2012