Director’s Evaluation
[Date]

This is the time of year when the Personnel Committee undertakes the annual performance review of the Library Director. Below is an agreed upon process between the Director and Personnel Committee that can be uses to collect performance feedback.

* Members of the Board will complete the Director Performance Appraisal form before the next meeting date of the Personnel Committee.
	+ Form: [ADD LINK HERE]
* The Director will complete a four-question self-evaluation form and submit to Personnel Committee Chair, prior to the next Personnel Committee Meeting.

All evaluation items are due by [DATE]. The committee will meet on [DATE], before the full board meeting. During the meeting, the committee members will review all materials. The Director will then be invited into the room to discuss the appraisal and develop the goal setting sections. Also, any revisions to the position description should be considered at this time. When this is complete, the committee will prepare their report for presentation at the Board meeting.

Committee Members: [NAMES]

Ex-officio Member: [NAMES]