**CEO Evaluation Process / Timeline**

*The evaluation process includes four steps:*

1. Evaluation Process Kick-off (June)
	1. Select evaluation lead and evaluation committee from Board of Directors (recommended to be member or Chair of Governance Committee)
	2. Review CEO job description and align on edits, with broader Board approval, if needed
	3. Evaluation committee reviews performance goals as outlined in CEO contract
2. Goal Setting (July-August)
	1. CEO drafts goals, utilizing Board input (July)
	2. Board reviews goals and provides feedback
	3. Board approves goals (August)
3. Regular Monitoring and Feedback (October, January, April)
	1. Committee meets / aligns on actionable feedback tied back to goals on a quarterly basis
	2. Committee lead holds feedback sessions with CEO to discuss progress against goals on a quarterly basis and share feedback
	3. In January, consider doing a more formal mid-year evaluation
4. End of Year Evaluation (April-June)
	1. Committee prepares for the formal year-end evaluation by drafting evaluation survey and aligning on who it will be sent to and when
		1. Leverage Board On Track evaluation tool
	2. Committee runs comprehensive process to gather feedback from CEO (via self-evaluation), CEO direct reports and potentially, additional faculty, and Board members; results are shared with the Governance Committee (May)
	3. Committee summarizes year-end performance in formal write-up, reviews with Board and then reviews in session with CEO (June)

**Goal Setting Framework**

*Please list 2-3 goals for each area of focus; goals should be measurable*

* Student Performance and Academic Goals
* Financial Goals
* Operational Goals
* School Culture Goals
* Personal Goals