

## **Policy No: A-19**

# **Subject: Annual Performance Evaluation of AASL Executive Director**

**Number of pages:** 2

**Effective Date:** June 22, 2018

**Revision Date(s):** June 6, 2022

**Review Date(s):**

**Review Responsibility:** AASL Bylaws and Organization Committee, AASL Board of Directors

### **Policy Statement:**

The AASL Board of Directors evaluate the performance of the Executive Director annually.

### **Focus:**

AASL Executive Director, AASL President, AASL Board of Directors

### **Purpose:**

To define the process and procedures for evaluation of the performance of the AASL Executive Director.

### **Procedure:**

1. Each Division's Board of Directors shall annually review the performance of the Executive Director based upon a single set of goals and objectives as agreed upon by the Division Board, Executive Director, and ALA Executive Director. The Division Board shall convey its recommendation to the Executive Director. The ALA Executive Director shall discuss the confidential report of the performance review with the Division's President upon request according to the ALA policy manual.
2. Based on AASL's strategic plan, feedback from the previous year's evaluation, and feedback from the ALA Executive Director, the AASL Executive Director will develop annual goals and present them to the AASL Executive Committee by the fall meeting of the Executive Committee.
3. The AASL Executive Director will provide a list of annual goals and documentation of progress toward meeting annual goals upon request of the AASL Board of Directors.
4. Discussion of the AASL Executive Director's performance will be held during a closed executive session in June followed by a closed executive session with the AASL Executive Director to discuss the outcome of the performance assessment.

5. The AASL Immediate Past President (as of July 1) will submit a letter summarizing the AASL Executive Director's progress toward meeting annual goals as well as input and discussion from the AASL Board of Directors. This letter must be submitted to the ALA Executive Director by August 15.