

Policy No: A-19

Subject: Annual Performance Evaluation of AASL
Executive Director

Page: 1 of 1

Effective Date: 6/22/18

Revision Date(s):

Review Date(s):

Review Responsibility: Executive Committee

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, Associate Executive Director, Member Programs and Services, and Division Executive Director. The Division Board shall convey its recommendation to the Associate Executive Director, Member Programs and Services, to whom the ALA Executive Director has delegated the responsibility for evaluating the performance of Division Executive Directors. The Associate Executive Director, Member Programs and Services, shall discuss the confidential report of the performance review with the Division's President upon request (ALA Policy Manual A.4.3.4.8 Personnel [VII]).
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's annual goals will be included in the Midwinter Board Book.
4. The AASL Executive Director will provide documentation of progress toward meeting annual goals in the documents for the spring Executive Committee meeting.
5. The AASL Executive Director will provide documentation of performance in the Annual Conference Board book.
6. Discussion of the AASL Executive Director's performance will be held during a closed executive session at Board II at the Annual conference.
7. The AASL Immediate Past President 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 on the AASL Executive Director's performance to the ALA Associate Executive Director, Member Programs and Services by August 15.