



POLICY 2.6

PERFORMANCE EVALUATION—MSA-CESS PRESIDENT

This policy sets forth the procedures to be followed for the performance evaluation of the MSA-CESS President by the Commission on Elementary Schools and the Commission on Secondary Schools.

2.6.1. Basis for the Performance Evaluation of the MSA-CESS President. The performance evaluation of the MSA-CESS President shall be based on measurable results of the President's leadership skills.

2.6.1.1. The criteria by which the performance evaluation of the President shall be determined by and adopted by the Commissions' Executive Committees in cooperation with the President.

2.6.1.2. The Chairs of the Elementary and Secondary Commissions shall be responsible for overseeing the performance evaluation of the President.

2.6.2. The President's Self-Evaluation of Performance.

2.6.2.1. The President shall prepare a self-evaluation of the measurable results s/he has achieved over 12 months of the evaluation period in accomplishing the goals of the Commissions' Strategic Plan or other established performance goals.

2.6.2.2. The President shall incorporate into his/her self-evaluation the results of a survey by the Commissions' staff regarding the President's job performance. [Appendix A]

2.6.3. Input from the MSA-CES and MSA-CSS Commissioners. The Chairs of the Commissions shall provide all members of their respective Commission an opportunity to provide input regarding the evaluation of the President's performance. Input will be

sought by a brief survey focused on the measurable results of the President's accomplishment of the goals of the Commissions' Strategic Plan. [Appendix B]

2.6.4. The Performance Evaluation.

2.6.4.1. The President shall present his/her self-evaluation to the Chairs of the Commissions.

2.6.4.2. The Chairs of the Commission shall prepare a written performance evaluation of the President incorporating the results of:

- a. The President's Self-Evaluation, and
- b. The results of the survey of the MSA-CES and MSA-CSS Commissioners.

2.6.4.3. The Chairs shall share a draft of the performance evaluation with the members of their respective Executive Committee to seek agreement with the evaluation.

2.6.4.4. At a time and place mutually agreeable to the President and the Chairs of the Commissions, the Chairs shall present the written performance evaluation to the President.

2.6.4.5. The President shall be afforded the right to respond orally and/or in writing to the evaluation.

2.6.4.6. At a regularly scheduled meeting of the Commissions, the Chairs of the Commissions shall give an oral report of the Presidents' performance evaluation.

2.6.4.7. The performance evaluation shall be used by the Chairs of the Commissions and the Executive Committees to determine the renewal or extension of the President's contract and related compensation.

2.6.4.8. The Chairs of the Commissions shall submit the performance evaluation together with any written response by the President to the Business Manager, Middle States Association of Colleges and Schools, for filing in the President's confidential personnel file.

2.6.4.9. The performance evaluation of the President shall be a confidential document shared only with members of the Commissions and the President.

2.6.5. Timeline for Conducting the Job Performance Evaluation. The performance evaluation of the President shall be conducted annually according to the following timeline:

Month	Actions
July	The Chairs of the Commissions finalize the Performance Evaluation criteria with input from the President
October—November [following the October Commission meetings]	<ul style="list-style-type: none"> • The Chairs of the Commissions send to all Commissioners a survey to obtain their input into the President’s performance evaluation. The surveys are to be completed and returned to the Chairs of the Commissions by last day of November.
January	<ul style="list-style-type: none"> • The President prepares and presents his/her Self-Evaluation to the Chairs of the Commissions. • The Chairs of the Commissions review the President’s Self-Evaluation and the results of the surveys submitted by Commissioners. • The Chairs of the Commission prepare a written Performance Evaluation. • The Chairs of the Commissions convene a meeting of their respective Executive Committee by phone conference to present the evaluation for agreement by the Committees.
February--March	<ul style="list-style-type: none"> • The Chairs of the Commission send the written Performance Evaluation to the President. • The Chairs convene a meeting with the President either in person or, with the consent of the President, by phone conference to present the written Performance Evaluation. • The President is given an opportunity to respond to the evaluation either orally or in writing.

Month	Actions
April	<ul style="list-style-type: none"> The Chairs of the Commissions provide an oral report of the Performance Evaluation of the President during an executive session of the Commissions during the spring meeting.

Action	Date	Notes
Initial Adoption by MSA-CESS		
Revisions		

APPENDIX A



Middle States Commissions on Elementary and Secondary Schools

3624 Market Street, Philadelphia, PA 19104-2680

Telephone: (267) 284-5000 Fax: 215-662-0957

PERFORMANCE EVALUATION OF THE MSA-CESS PRESIDENT

by

THE STAFF OF THE COMMISSIONS

As outlined in Policy 2.6, members of the staff of the Commissions on Elementary and Secondary Schools are invited to participate in the President's annual self-evaluation of performance by providing input using the survey included with this document.

This survey is confidential. The names of staff members completing this evaluation are not included in the survey and will, therefore, not be known by the President. Therefore, be honest and forthright in your evaluation of the President's performance.

When you are finished, please email the completed survey to the Director of Accreditation. The Director will tabulate the scores and present a summary to the President.



**Middle States Association of Colleges and Schools
Commissions on Elementary and Secondary Schools**

**PERFORMANCE EVALUATION OF THE
MSA-CESS PRESIDENT
by
STAFF OF THE COMMISSIONS**

An evaluation of the President of the Commissions by members of the staff is an important process for providing the President with an assessment of the quality of his/her leadership. Annual evaluations can be used to compliment the President for doing a good job and can also identify areas for improvement. Evaluations can strengthen communications between the President and members of his/her staff.

Evaluations by members of the staff received by the deadline will be incorporated by the President into his/her annual performance self-evaluation.

* * *

Rating Scale:

E=Excellent, G=Good, N=Needs Work, U=Unsatisfactory

I.	Professional Qualities	E	G	N	U
	Conducts himself/herself in a professional manner.				
	Is positive and upbeat				
	Is a good listener				
	Is good at giving feedback				
	Is thoughtful and considerate of staff members				
	Has good self-control under pressure				

I.	Professional Qualities			
	E	G	N	U
Will admit it or apologize when wrong				
Is tactful and considerate				
Treats members of the staff respectfully				
Comments:				

II.	Performs Supervisory Functions			
	E	G	N	U
Communicates clearly his/her expectations for work assignments				
Provides constructive feedback				
Encourages members of the staff to voice their ideas and concerns				
Recognizes and addresses concerns in a timely manner				
Delegates authority appropriately				
Communicates openly and honestly with the staff				
Explains the underlying reasons when making changes				
Comments:				

III.	Develops Innovative Procedures			
	E	G	N	U
Is receptive to new ideas				
Is receptive to questions				
Encourages initiative and innovation				
Comments:				

III.	Develops Innovative Procedures				
		E	G	N	U

IV.	Maintains Positive Work Environment				
		E	G	N	U
Recognizes contributions by members of the staff					
Motivates members of the staff to do their best work					
Provides a relaxed yet efficient work atmosphere					
Encourages staff members to develop their professional knowledge and skills					
Comments:					

V.	Knows the Operations of the Commissions and Staff				
		E	G	N	U
Understands the work assignments of each member of the staff					
Is alert to potential problems					
Keeps the staff informed about issues related to the Commissions					
Comments:					

Please use the space below to expand on any comments made above or to make any additional comments.

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APPENDIX B



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PERFORMANCE EVALUATION OF THE MSA-CESS PRESIDENT by MEMBERS OF THE COMMISSIONS ON ELEMENTARY AND SECONDARY SCHOOLS

MSA-CESS Policy 2.1, Evaluation of Job Performance – MSA-CESS President, sets forth procedures for evaluating the performance of the MSA-CESS President.

The policy states that the performance evaluation of the MSA-CESS President shall be based on measurable results of the President’s leadership skills in accomplishing the goals of the Commissions’ Strategic Plan or other established performance goals.

Members of the Commission on Elementary Schools and the Commission on Secondary Schools have a significant role to play in the performance evaluation of the President. The Chairs of the Commissions request all members of their respective Commission to provide input regarding the President’s performance. Input is sought by means of the brief survey below, which focuses on the President’s leadership skills in accomplishing the goals of the Commissions’ Strategic Plan or other established performance goals.

Please return this survey to the Chair of your Commission by the date indicated.



**Middle States Association of Colleges and Schools
Commissions on Elementary and Secondary Schools**

**JOB PERFORMANCE EVALUATION
OF THE MSA-CESS PRESIDENT**

MEMBERS OF THE COMMISSIONS

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Direction: Using the scale below, rate the measurable results achieved by the MSA-CESS President toward accomplishing the goals of the MSA-CESS Strategic Plan.

Rating Scale:

E=Excellent, G=Good, N=Needs Work, U=Unsatisfactory

Strategic Goal #1					
		E	G	N	U
Metric					

Strategic Goal #1					
		E	G	N	U
Comments:					

Strategic Goal #2					
		E	G	N	U
Metric					
Metric					
Metric					
Metric					
Metric					
Metric					
Metric					
Metric					
Comments:					

Strategic Goal #3					
		E	G	N	U
Metric					
Metric					
Metric					

Metric					
Metric					
Metric					
Metric					
Metric					
Comments:					

Strategic Goal #4					
		E	G	N	U
Metric					
Metric					
Metric					
Metric					
Metric					
Metric					
Metric					
Metric					
Comments:					

Action	Date	Notes
Initial Adoption by MSA-CES and MSA-CSS	April 4, 2014	
Revisions		

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