



## **Performance Appraisal Process & Timeline - Revised**

**Tom Sloan, Mid-Hudson Library System Executive Director**

**For the Period: November 1, 2013 – October 31, 2014**

- March/April
  - Review by the MHLS Board Executive Committee and Committee Chairs to Finalize Evaluation Process/Timeline and Form
  - Review Comments May Require a Committee Meeting
- May 7 MHLS Board Meeting
  - Evaluation Process/Timeline and Form Provided in Board Meeting Packet
  - Board Reviews Evaluation Process/Timeline and Form
- September 2
  - Executive Director Report on Performance Due to Board President
- Week of September 2
  - Executive Director Evaluation Form and Report Distributed to All MHLS Board Members
  - Each MHLS Board Member Completes the Form and Returns the Form to MHLS Board President
- Week of September 8
  - Executive Committee and Committee Chairs Review Evaluation Forms Submitted by Board Members and Finalize Evaluation Findings
- September 17 MHLS Board Meeting
  - Board Reviews Executive Committee and Committee Chairs Evaluation Findings
- October 24 MHLS Board Meeting
  - Board Approves Executive Director's Evaluation
  - Board Reviews Executive Director's Position Description
- Week of October 27
  - Board President and Executive Director Sign Evaluation Form