

## **Lewis Center for Educational Research**

**BP 2123:       ADMINISTRATION  
                  EVALUATION OF THE PRESIDENT/  
                  CHIEF EXECUTIVE OFFICER**

**Adopted:       September 5, 2002**

**Revised: June 8, 2015**

The Foundation Board of Directors ("Board") believes that an annual evaluation of the President / Chief Executive Officer's ("CEO") performance serves to measure the organization's progress toward established goals and objectives and strengthens working relationships between the CEO and the Board. The Board's evaluations should include commendations in areas of strength and recommendations for improving effectiveness, thus clarifying the CEO's role and giving the Board and CEO an opportunity to jointly identify immediate priorities among the CEO's many responsibilities. Evaluations also should help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension.

### Performance Objectives

Each year, the Board and CEO shall establish a limited number of objectives which shall be used to rate and evaluate the CEO's performance. These objectives shall reflect established goals and needs of the Foundation with regard to critical areas such as the educational program, personnel, operations, management, community relations, Board-/ CEO relations, and professional leadership. For each objective, the Board and CEO shall identify, in writing, the activities to be performed, expected results and timelines, and resources or constraints which may affect achievement.

### Evaluation Process

By May 15 of each year, the Board shall rate the CEO's performance in each performance objective. The Board shall meet in closed session of the Board's Personnel Committee to discuss these evaluations.

The Board shall examine all Board members' ratings and reach a consensus upon each performance objective. The Chairperson of the Personnel Committee or designee shall then develop a single evaluation, illustrating the Board's collective judgment of each objective and provide a copy to the CEO. The Chairperson of the Personnel Committee or designee shall also provide to the CEO the evaluations with all written comments intact.

By June 15 of each year, the Board shall meet in closed session of the regular scheduled Foundation Board meeting with the CEO to discuss the evaluation and to identify goals and objectives for the next year. The CEO and Board members shall agree upon and sign an evaluation summary. The CEO will have the right to make an oral and/or written response to the evaluation.

Additional evaluations may be arranged at any time during the school year at the request of either the Board Chairperson or the CEO.