

## **Annual Evaluations**

*Purpose:*

To conduct evaluations for ASA Executive and Council members.

*Policy:*

- The evaluation process shall be used as a tool to assess how well members are fulfilling their duties, and it will also be an opportunity for members to address any issues and make plans for improvement.
- The deadline to have this process complete is the last Friday in November.

### Executive Evaluations

- The Executive Evaluation form shall be distributed to Council members by the second week of November. It is expected that each Council member will fill out an evaluation for each Executive member.
- Council members have one week to complete the forms at which time they must be submitted to the Executive Director. The Executive Director shall compile the results to ensure the submissions are confidential.
- The Executive members shall discuss the results during their last Executive meeting of the term.

### Council Evaluations

- Each committee chairperson shall fill out an evaluation form for each Council member on their committee. Comments on attendance, etc. will be submitted by the Executive Director.
- These evaluations are due to the President by the third Monday of November.
- The President shall then schedule meetings with each Council member. These meetings must be completed by the end of November.