



TENNESSEE

PUBLIC CHARTER SCHOOL COMMISSION

**ANNUAL EVALUATION
PROCESS FOR
EXECUTIVE DIRECTOR**

FEBRUARY 4, 2021

ANNUAL EVALUATION

- All state employees are held to the following timeline:
 - April 15, 2021 - Interim Review due
 - June 30, 2021 - Interim Review due
 - September 30, 2021 - Annual Review due
- The Executive Director will implement a performance evaluation cycle for Commission staff in alignment with this timeline.



ANNUAL EVALUATION

- After discussion with the Commission Chair, Interim reviews will include:
 - A self-evaluation by the Executive Director, and
 - Evaluative comments on each work outcome and competency

- Annual review will include:
 - A self-evaluation by the Executive Director, and
 - Evaluative comments and ratings on each work outcome and competency



COMMITTEE'S CHARGE

- Develop an interim review process that aligns with the requirements of the state's review process and the Commission's vision for interim reviews.
- Develop an annual review process that aligns with the requirements of the state's review process and the Commission's vision for annual evaluations.



PROPOSED PROCESS

- Identify a member of the committee to work with Executive Director to develop:
 - A self-evaluation form to use during interim reviews and the annual review;
 - A timeline for the executive director to complete the self-evaluation forms and provide them to the committee;
 - A process to gather feedback from the committee members and Commission members on the Executive Director's progress; and
 - A process to provide the feedback to the Executive Director and into the Edison system by the deadlines.



PROPOSED PROCESS

- Next Steps:
 - Report out to full Commission at the February meeting:
 - The individual on the committee who will lead the process; and
 - How the Committee will develop the process.
 - Report out to full Commission at the April meeting:
 - The evaluation process developed by the committee.





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