

CARECEN ED Evaluation Timeline

Task	Responsibility	Deadline
Appoint members to Ad Hoc Evaluation Committee (3-4)	Board Chair	March
Ad Hoc ED Evaluation Committee convenes	Ad Hoc Evaluation Committee Chair	June
Review ED job description and revise if necessary	Ad Hoc Committee members	June
Review previous evaluation and identify external stakeholders to interview	Ad Hoc Evaluation Committee Chair	June
ED completes self-evaluation using last year's form for guidance	Executive Director	June
Solicit input from board members (for board members complete the ED template) and senior staff (only respond to prepared questions)	Ad Hoc Evaluation Committee Members	June/July
Interview external stakeholders	Ad Hoc Evaluation Committee Members	June/July
Review information, including ED self-evaluation, and draft initial evaluation	Ad Hoc Evaluation Committee Chair with assistance from committee members	July
Review draft evaluation with ED	Ad Hoc Evaluation Committee Chair	August
Finalize draft for presentation to Board of Directors	Ad Hoc Evaluation Committee Chair	August
Present ED evaluation to board during executive session	Ad Hoc Evaluation Committee Chair	September Board meeting
Board votes on evaluation: <ul style="list-style-type: none"> • If approved, evaluation is final and is to be signed by Board Chair and ED • If revisions required, Ad Hoc Committee revises accordingly. Then finalizes for signature unless there are major issues, then must be voted on again by Board. 	Board of Directors	September board meeting
Review process and make recommendations and improve process; make recommendations to board.	Ad Hoc Evaluation Committee	October