

Procedure for Annual Performance Review of DivCHED Executive Assistant

I. Self-evaluation

- a. In the first two weeks of January each year, the Executive Assistant will complete a self-evaluation of their performance during the previous calendar year and update their job description. They will schedule a meeting with the Immediate past chair of the Division to discuss the self-evaluation and job description.
- b. The Executive Assistant will submit the self-evaluation to the Immediate Past Chair of the Division and schedule a meeting with the Immediate Past Chair no later than January 15 each year.
- c. The self-evaluation shall consist of the following parts:
 - i. A cover letter
 1. At a minimum, the Executive Assistant shall address the following in the cover letter:
 - a. Major contributions they have made to the activities of the Division (i.e., successes during the previous calendar year)
 - b. Areas in which the Executive Assistant wishes to improve in the upcoming calendar year
 - c. Ways in which the Division can support the Executive Assistant in the upcoming calendar year
 - ii. A current copy of the Executive Assistant's job description
 - iii. A report of the activities carried out by the Executive Assistant during the previous year, organized by month in which the activities were carried out

II. Feedback

- a. During the 3rd week of January each year, the Immediate Past Chair of the Division will solicit feedback about the Executive Assistant's performance during the previous calendar year from members of the Division Executive Committee and from the Chairs of the Division Committees.
- b. Feedback will be solicited via SurveyMonkey. The survey link should be provided at the beginning of the 3rd week of January and should close at the end of the 3rd week of January.
- c. The following survey questions should be used:
 - i. Q1. What is your name?
 - ii. Q2. Let us know your intention.
 1. I don't need or want to be part of this review. I'm finished by answering this question.
 2. I'd like to contribute to this review. I'll fill out one or more of the questions that follow.
 - iii. Q3. Responses to this question will be held in confidence and not be shared directly with [name of Executive Assistant]. Please identify specific ways in which the work of the Executive Assistant has supported the Division, your committee, or you in your DivCHED position in the last calendar year.
 - iv. Q4. Responses to this question will be held in confidence and not be shared directly with [name of Executive Assistant]. Please identify specific ways in which the Executive Assistant could improve their level of support to the

Division, your committee, or you in your DivCHED position in the upcoming calendar year.

- v. Q5. Write any comments that can be shared with [name of Executive Assistant] here.
- vi. Q6. Do you have anything else to contribute to this review? If so, please record it here. Thank you!

d. The following text can be used or modified when sending the survey link to the chairs

Dear ExComm members and Chairs of DivCHED committees,

I am writing to ask for your input on [name of Executive Assistant]'s yearly performance evaluation. We request your input via a short survey:
[insert link to survey]

Q#1 asks your name. Q#2 inquires if you have anything to contribute to [name of Executive Assistant]'s review for [year]. If no, you are done. If yes, you have your choice of entering a comment that will be held in confidence or one that can be shared with [name of Executive Assistant].

Quick! Easy! Please make use of this opportunity to send your feedback regarding [name of Executive Assistant]'s performance by [add date the survey closes].

I will use your comments to construct a performance review letter that I will submit to the Chair Succession, the Finance Committee, and [name of Executive Assistant] by January 31. I will also discuss the content of this letter with [name of Executive Assistant] on our behalf.

Thank you!

i.

- e. Instructions for accessing and using the SurveyMonkey tool can be found at the end of this document.

III. Formal Evaluation

- a. During the 4th week of January each year, the Immediate Past Chair of the Division will access the feedback provided via SurveyMonkey and use it to write a formal letter of evaluation.
 - i. The evaluation letter should be written on Division letterhead.
 - ii. The evaluation letter should summarize the feedback provided by the chairs (particularly the information provided in Q3 and Q4), as well as provide an overall evaluation of the Executive Assistant's performance in the previous calendar year.
 - iii. The letter should be accompanied by a document listing the responses to Q5 of the chair survey (Comments about the Executive Assistant's performance that can be shared).
- b. The formal letter of evaluation should be reviewed by members of the Chair Succession before its ultimate submission to the Chair Succession, the Finance Committee, and the Executive Assistant. The final submission should occur by January 31 each year.
 - i. The Chair of the Finance Committee should retain a copy of the evaluation letter.
- c. The Immediate Past Chair should schedule a meeting to discuss the formal letter of evaluation during the first week of February (or as soon as possible thereafter).

IV. Budget

- a. The Executive Assistant shall submit budget requests at the same time and in the same manner as committee chairs.