

## **ANNUAL REVIEW OF THE STATE FORESTER**

The Oregon Board of Forestry will conduct an annual review of the State Forester. The purpose of the review is three-fold:

- To evaluate the performance of the State Forester in fulfilling the expectations of the Board during the previous year as described in the position description and Board meeting minutes.
- To discuss the Forester's plans and goals for the current year.
- To allow the Board and State Forester an opportunity to discuss issues of concern and how the Board and State Forester can be mutually supportive of respective plans and goals.

### **Key Principles of the Review Process**

1. The review process will be constructive and forward-looking to enhance the success of the State Forester in meeting professional goals and Board expectations.
2. The review process will avoid cumbersome and time consuming procedures that contribute little to achieving the desired outcome (i.e., the first principle).
3. The Board will seek input on the State Forester's performance from individuals outside the Board who interact with the State Forester.

### **Review Procedure**

1. In mid-December, the State Forester will prepare a self assessment report for the Board that at a minimum contains the following elements:
  - a. A summary of accomplishments during the calendar year just ending.
  - b. Challenges faced and actions taken to overcome them.
  - c. Objectives for the coming year.
  - d. Other concerns and needs from the Board.
2. In early January, the Department's Human Resources Director will solicit input from individuals outside the Board on the State Forester's performance during the year just ended. Questionnaires/evaluation forms will be standardized depending on whether the individual is internal or external to the Department.

The Board Chair, in consultation with other Board members and the State Forester, will determine to whom the requests will be sent. The identity of those individuals the questionnaire/evaluation form is sent to will be kept confidential to protect anonymity.

The questionnaires/evaluation forms will be developed by the Human Resources Director and approved by the Board in consultation with the State Forester. Completed questionnaires/evaluation forms will be returned directly to the Board Chair who will forward the information to the rest of the Board. The completed questionnaire/evaluation forms will be for Board use only and will be treated as confidential.

3. During its March meeting, the Board will conduct the annual review of the State Forester's performance. This will be done in closed Executive Session. The sequence of events will be as follows:
  - a. Prior to the State Forester joining the Board, the Board will discuss the self assessment report and outside input and reach consensus on what key issues it wishes to discuss with the State Forester. The self-assessment and outside input will be provided Board members prior to the March meeting.
  - b. The State Forester will join the Board and summarize key points in the self assessment report.
  - c. The Board and State Forester will discuss the report integrating key issues the Board previously identified for discussion. A key component of this discussion will be the State Forester's objectives for the current year, other concerns, and how the Board can be supportive. The Board and State Forester will also decide if changes in the State Forester position description are necessary.
4. Within two weeks following the executive session, the Board Chair will prepare a draft letter summarizing the review which will be sent to Board members for review and then finalized by the Chair. Within one month of the Executive Session, the final letter will be provided to the State Forester, Board members, and to the Human Resources Director for inclusion in the State Forester's personnel file. Copies of evaluations external to the Board will be rendered anonymous and provided to the State Forester as confidential documents.

Attachment

- (1) Timeline – Annual Review of the State Forester