

**Higher Education Coordinating Commission
Executive Director Annual Evaluation**

Recommended Procedures:

1. An informal review will be conducted mid-year with the Executive Director, HECC Chair, Vice-Chair, and a member at large appointed by the Chair. The mid-year review will occur in January.
2. The evaluation will occur annually in July.
3. The annual evaluation will include the following: HECC members, direct reports to the Executive Director, and the Chief Education Officer. Evaluation forms submitted may be signed or unsigned. In addition, the Executive Director will complete a self-evaluation.
4. Following completion of the evaluations, the HECC Chair, Vice-Chair, and a member at large will prepare a confidential Executive Summary of the evaluations for distribution to HECC voting members.

Recommended Timeline:

Early May: Evaluation forms distributed to HECC Commissioners

Mid May: Completed evaluation forms collected and sent to the HECC Chair

June: The Executive Director will provide a self-evaluation along with goals for the upcoming year to HECC Commissioners.

July: The HECC Chair, Vice-Chair, and a member at large will meet with the Executive Director to review the annual evaluation and share observations at the following full Commission meeting in Executive Session.

January: Informal mid-year evaluation

Executive Director Responsibilities:

1. *Establish and maintain a strong, effective working relationship with the Commission.*
2. *Active assistance in Strategic Plan deployment; demonstrates effective leadership.*
3. *Enhance the HECC's reputation and provide statewide leadership in the higher education community.*
4. *Provide strong organization management and agency integration.*
5. *Establish and maintain appropriate financial controls and effectively address biennial budget agency needs.*
6. *Provide detailed funding and allocation recommendations for the Commission's consideration.*
7. *Maintain effective working relationships with the Governor, Chief Education Office, and key legislative stakeholders; build identity with government officials and respond to legislative inquiries.*
8. *Maintain effective working relationships with higher education institutions and related associations, for example student associations.*
9. *Develop and investigate appropriate analysis of potential legislation to support strategic plan concepts, including financing mechanisms.*
10. *Conduct outreach/visits to build and strengthen relationships with the HECC's key stakeholders.*

HECC Executive Director Annual Evaluation Form

1. *Establish and maintain a strong, effective working relationship with the Commission.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

2. *Active assistance in Strategic Plan deployment; demonstrates effective leadership.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

3. *Enhance the HECC's reputation and provide statewide leadership in the higher education community.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

4. *Provide strong organization management and agency integration.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

5. *Establish and maintain appropriate financial controls and effectively address biennial budget agency needs.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

6. *Provide detailed funding and allocation recommendations for the Commission's consideration.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

HECC Executive Director Annual Evaluation Form

7. *Maintain effective working relationships with the Governor, Chief Education Office, and key legislative stakeholders; build identity with government officials and respond to legislative inquiries.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

8. *Maintain effective working relationships with higher education institutions and related associations, for example student associations.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

9. *Develop and investigate appropriate analysis of potential legislation to support strategic plan concepts, including financing mechanisms.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

10. *Conduct outreach/visits to build and strengthen relationships with the HECC's key stakeholders.*

<input type="checkbox"/> Excellent	Comments: _____
<input type="checkbox"/> In Place	_____
<input type="checkbox"/> Needs Improvement	_____

_____/_____/20
HECC Chair

I have read the evaluation:

_____/_____/20
Executive Director