
Docket Item:

Evaluation of the Executive Director

Summary:

Pursuant to ORS 350.014, the Higher Education Coordinating Commission is required to “Appoint and oversee an executive director who shall serve at the pleasure of the Commission.”

Since 2015, the Commission has conducted an annual performance evaluation of the Executive Director. The process is intended to provide feedback to the Commission (the supervisor) and to the Executive Director (the employee). The evaluation should review performance, assist with goal-setting and expectations, identify development opportunities, and support dialogue and planning between the Commission and the Executive Director to ensure ongoing success.

The Commission finalized its last performance evaluation of the Executive Director in March, 2020. For 2021, HECC Human Resources staff recommends that the Commission undertake a 360-degree evaluation that will involve surveying the following:

- HECC Commissioners
- The HECC’s executive team and the ED’s direct reports
- Key external stakeholders

Respondents will be invited to rate the ED’s performance on specific competencies within the following categories using a five point scale (Exceptional; Exceeds Expectations; Meets Expectations; Below Expectations; Unsatisfactory; and N/A – Unable to Rate):

1. Strategic Leadership & Visioning
2. Higher Education Leadership
3. Communication
4. Relationships
5. Agency & State Values
6. Commission Leadership and Coordination [HECC Commissioners only]
7. Organizational Management [HECC staff only]
8. Competencies of a Supervisory Manager [HECC staff only]

All surveys are anonymous. Other interested parties, including members of the public, may submit comments regarding the Executive Director’s performance to HECC.HR@hecc.oregon.gov. Please include “Executive Director Evaluation” in the subject.

In addition, the Executive Director will complete a comprehensive self-evaluation.

The review should take place between October and December, 2021. The Commission will hold Executive Sessions at its November and December meetings to review survey findings and complete the evaluation. As in past years, the Commission will summarize the evaluation in a letter to the Governor, ideally adopted at its December, 2021 meeting. A more detailed timeline follows.

HIGHER EDUCATION COORDINATING COMMISSION

October 7, 2021

Docket Item #: 13.1

Actions - 2021 Review & 2022 Goals:	Who:	Target Timeline:
Brief Commission on evaluation process, incorporate feedback	HR, Chairs, Commission, ED	October 7 HECC mtg. – Public session
Review & update position description with Commission	HR, Commission, ED	October 7 HECC mtg. – Public session
Email Commissioners, stakeholders, and staff with survey links	HR, Chairs	October
<i>Finalize market review & compensation outcome (if needed)</i>	<i>DAS CHRO</i>	<i>Oct.-Nov.</i>
Compile & analyze survey responses; review data; develop draft report for Commission	HR	Late October, early November
Executive Director to complete self-reflection & professional development plan	ED	Late October, early November
Initial review with Chair and Vice-Chair; discuss 2022 objectives, goals, success indicators, & expectations	Chairs, ED, HR	Early November
Review self-evaluation and survey results with Commission, discuss performance, goals, and expectations	Commission, ED, HR	November 12 HECC mtg. -- Exec. Session
Draft letter to Governor	Chairs, HR	November
Review and discuss final results	Commission, ED, HR	December 9 HECC mtg. – Exec. Session
Finalize letter to Governor, set 2023/24 review date	Commission, HR	December 9 HECC mtg. – Public session
Provide and receive feedback to/from the Commission, Chair, and Vice-Chair for continued success	Commission, ED	Ongoing

Attached Material:

Executive Director position description
Proposed survey questions

Staff Recommendation:

For Commission discussion and feedback.