

*The following process is adapted from NAIS.*

1. The Evaluation and Compensation Committee of the Board is appointed. It includes the Chair, Vice Chair, Treasurer and Secretary.
2. The Committee or Chair meets with the Head in late spring, summer or very early fall (though not later than September 1) to set mutually agreed upon goals for the year, There should be no more than 3-5 such goals, and they should be tied to the school's own strategic planning needs.
3. Once the Committee and Head agree upon these goals, they should be taken to a full Board meeting for full and frank discussion and for the imprimatur of approval of the entire Board.
4. Toward the middle of the year, ideally in January, the Committee should meet with the Head, informally. The Head should outline progress towards the agreed upon goals, and a dialogue should ensue with the committee
5. In late spring, the Head should write a self-evaluation of progress against goals. Each member of the Board should also write a confidential evaluation of the Head's performance against those same earlier approved goals. Each Board Member should be counseled by the Chair to evaluate the Head's performance relative only to those goals, and to exclude personal agendas and assessment of intangibles, such as the Head's personal style.
6. The Committee should meet again and compare the Head's self evaluation with the Board's combined evaluation. A dialogue should ensue that provides both praise and affirmation for success achieved and constructive feedback about areas that still need work. These areas will become a part of the next year's goal setting process.
7. The Board Chair should write a one to two page summary for the file, and report back orally to the entire Board on the closure of the process. The Evaluation/Compensation Committee should then set the Head's compensation for the coming year, if needed, or undertake a formal contract renewal. This should occur at least 12-18 months before the Head's current contract ends.