

New Business Item 12-42

Introduced 6/14/13

Approved 6/14/13

**TITLE: Policy and Procedure for Evaluation of the Hawaii Teacher
Standards Board Executive Director**

The Hawaii Teacher Standards Board approves the following policy and procedure for evaluation of the HTSB Executive Director:

- The Board shall use the following evaluation instruments:
 - NBI 04-03: Revised Executive Director Evaluation Instrument for the 2013 evaluation;
 - The State of Hawaii Office of Human Resources Development EMCP Performance Evaluation System for subsequent evaluations;
- The evaluation timeline is as follows:
 - By August 31, 2013:
 - Complete evaluation instrument in NBI 04-03;
 - Set goals for EMCP 2014;
 - January 2014:
 - Mid-term evaluation of goals
 - June 2014:
 - Administer EMCP 2014;
 - Set goals for EMCP 2015;
 - Thereafter:
 - A mid-term evaluation of goals will be held in January of each year;
 - The EMCP will be administered in July of each year;
 - Goals for the following year will be set at the July EMCP evaluation.

Submitted by: Terry Lynn Holck

Referred to: Ad Hoc Committee for Evaluation of the Executive Director