



## Principal Monitoring & Evaluation

Adopted: Jan 2007  
Reviewed: March 2011  
Modified: March 2011

The Board will regularly monitor and evaluate the performance of the Principal. The Board's governance policies constitute the foundation for the Board's monitoring and evaluation of the Principal. This includes: School's achievement of Ends policies, adherence to Limitations policies, enactment of the roles and duties of the principal prescribed by the Vancouver School of Theology Act and compliance with the terms and conditions of the Principal's contract.

- 1) **Monitoring** is the regular, ongoing and frequent watching or checking of the Principal's performance and processes in carrying out the Principal's roles and responsibilities and adhering to the Boards Limitations Policies. Data that do not address this will not be considered to be monitoring data. In every case, the standard for compliance will be any reasonable, articulated interpretation by the Principal of the Board policy being monitored.
- 2) The Board may acquire monitoring data by one or more of three methods:
  - a) by internal report at each regular Board meeting, by which the Principal will present a report detailing fulfillment of, or adherence to, scheduled Ends and Limitations policies;
  - b) by external report by which an external third party selected by the Board assesses compliance with the Board policies;
  - c) by direct Board inspection, by which a designated member(s) of the Board assesses compliance with the Board policies with written documentation.
- 3) Monitoring of policies relevant to the Principal's roles and responsibilities shall take place over a two-year cycle.
  - a) Each such policy shall be monitored by the Board at least once in each two-year cycle.
  - b) Policies that specifically instruct the Principal will be monitored at a frequency and by a method chosen by the Board.
- 4) **Evaluation** is the annual performance appraisal to determine the extent to which the Principal has achieved the Ends Policies and complied with the Limitations Policies. Normally, the following pattern of evaluation will occur:

- a) Every second year, the Board will conduct a full formal performance appraisal of the Principal.
  - i) This performance appraisal may be based on the Principal's regular reports and Board minutes from the past year and/or more anecdotal reporting by the constituencies of the School regarding achievements, challenges, helps and hindrances, positives and negatives regarding role expectations together with suggestions for goals for the coming year. (Principal's Evaluation Tools – Documents 5.10)
  - ii) Input will be sought from all Board members, Staff and Faculty.
  - iii) The Principal will complete a self-evaluation.
  - iv) The performance appraisal will also include a personal and professional development plan for the coming year, based on proposals made by the Principal and any concerns or issues arising from the evaluation.
- b) An informal evaluation by the Principal's Appraisal Committee shall take place in the years in which no full formal performance review takes place.
  - i) Input will be sought from Chairs of the Board and its committees, and selected members of ASG (e.g. Director Native Ministry Program, Director of Finance, Dean of Students, Associate Dean, Director Iona Pacific, Director of Housing Operations and Librarian).
  - ii) The Principal will complete a self-evaluation.
  - iii) If significant problems are noted, a full review shall take place immediately.
  - iv) The performance appraisal will also include a personal and professional development plan for the coming year, based on proposals made by the Principal and any concerns or issues arising from the evaluation.
- c) The year prior to the end of the Principal's contract, if there is a possibility of a further term appointment of the Principal, a more extensive external review will occur according to the terms of reference. (to be added May 2011)

In Summary, the performance evaluation cycle for a Principal with a 6 year contract will be: Year 1 – full performance evaluation; Year 2 – informal assessment; Year 3 – full performance evaluation; Year 4 – informal assessment; Year 5 – External Review; Year 6 the Principal is on Sabbatical Leave.

Each performance evaluation will have a signed acknowledgement of both the Principal and the chair of the Principal's Appraisal Committee and will be placed in the Principal's personnel file.