



## Principal's Evaluation Tools

Origin: Principal's Appraisal Committee, Sept 2008

Reviewed: March 2011

### VST PRINCIPAL'S PERFORMANCE REVIEW

#### PRINCIPAL'S SELF-EVALUATION

The annual performance review process offers an opportunity to share perspectives about the previous 12 months' goals and challenges and to discuss goals and plans for the coming year. Both self-appraisal and feedback from other significant people will be sought in the review process. The Principal's Appraisal Committee (PAC) and the Board of Governors are committed to facilitating constructive and growth-promoting annual performance reviews.

A self-appraisal is a critical component of this review process. It will be used, along with other documents, to guide performance discussions between the members of PAC and the Principal. The other documents to be considered include: collated evaluations from (a) Board members, (b) faculty and (c) staff; and student course evaluations. All information provided or accessed will be discussed and filed in a confidential manner.

**Please answer the following questions using POINT FORM wherever possible.**

**Please send completed document electronically to the chair of PAC <<insert name and e-mail address>> by <<insert date>>**

1. During the past year, what do you regard as your most significant accomplishments? How were these related to the goals you set at your last performance review and/or to the Board's Strategic Plan?
2. What helped or hindered these accomplishments?
3. What areas of your work as **Principal** are going well? Not going well? (For example: the quantity and quality of you work, the creativity you apply, the dependability and alertness you exhibit, your relationships with the Board, faculty, staff and members of the church and public.)
4. What areas of your **Academic** responsibilities are going well? Not going well? (For example: courses taught, articles published and/or research undertaken; grants received). What aspects of your academic responsibilities do you enjoy? What percentage of your time is devoted to them? How do you ensure that you have adequate time for teaching and research?

5. What activities external to the school have you performed in the last 12 months? Consider those activities that (a) relate to VST and your role as Principal and (b) contribute to the wider mission and ministry of the church. How do these activities affect your principal and academic responsibilities?
6. Which of your position responsibilities have been the most challenging to you? How have you addressed these – or plan to do so?
7. What gives you pleasure in carrying out your responsibilities? How can this be continued?
8. What challenges do you see in the next year for your responsibilities? What improvements are needed? What changes, if any, do you recommend to your position description?
9. How do you achieve balance in your life?
10. What are your personal learning and development goals for the next year? What strategies will enable you to attain these goals?
11. How will your goals help achieve VST's vision and goals for the next year?
12. Are there any other opportunities, challenges, issues or suggestions that you wish to bring forward at this time?
13. How can PAC and/or the Board of Governors support you in achieving your goals, challenges and responsibilities?

Signed \_\_\_\_\_ Principal    Date \_\_\_\_\_

Signed \_\_\_\_\_ PAC Chair    Date \_\_\_\_\_

**VST PRINCIPAL PERFORMANCE REVIEW  
BOARD OF GOVERNORS' FEEDBACK FORM**

The Vancouver School of Theology (VST) Principal's annual performance review process offers an opportunity to share perspectives about the previous 12 months' goals and challenges and to discuss goals and plans for the coming year. Both self-appraisal and feedback from other significant people will be sought in the review process. The Principal's Appraisal Committee (PAC) and the Board of Governors are committed to facilitating constructive and growth-promoting annual performance reviews.

As a member of the VST Board of Governors, your input is a critical component of this review process. Your input will be collated with that of other Governors. Other documents that will be considered in guiding the performance review include: the Principal's self-evaluation, collated evaluations from relevant (a) faculty members and (b) staff; and student course evaluations. All information provided or accessed will be discussed and filed in a confidential manner.

**Please comment on the following questions/areas of the Principal's responsibilities using POINT FORM wherever possible.**

**Send completed document electronically to the chair of PAC <<insert name and e-mail address>> by <<insert date>>**

1. During the past year, what do you regard as the Principal's most significant accomplishments? How were these related to the goals set at the last performance review and/or as determined in the Board's strategic plan?
2. What do you believe helped or hindered these accomplishments?
3. Areas of work as **Principal** that are going well; not going well. (For example, the quantity and quality of the work performed, the creativity applied, the dependability and alertness exhibited)
4. Principal's relationship with the Board of Governors that are going well; not going well; anything that needs to be acknowledged, celebrated or otherwise addressed
5. Principal's activities and relationships external to the school (e.g. those related to VST and the role of Principal, those that contribute to the wider mission and ministry of the church) – anything that needs to be acknowledged, celebrated or otherwise addressed
6. Challenges that you see for the Principal in the coming year. How can the Board of Governors assist the Principal in meeting these challenges?
7. Your overall impressions of the past year that the Principal has spent at VST.
8. If you could give one piece of advice/guidance to the Principal, what would that be?

Name \_\_\_\_\_ Date \_\_\_\_\_

**VST PRINCIPAL'S PERFORMANCE REVIEW  
FACULTY and STAFF FEEDBACK FORM**

The Vancouver School of Theology (VST) Principal's annual performance review process offers an opportunity to share perspectives about the previous 12 months' goals and challenges and to discuss goals and plans for the coming year. Both self-appraisal and feedback from other significant people will be sought in the review process. The Principal's Appraisal Committee (PAC) and the Board of Governors are committed to facilitating constructive and growth-promoting annual performance reviews.

As a member of the VST Faculty or Staff, your input is a critical component of this review process. Your input will be collated with that of other Faculty and Staff. Other documents that will be considered in guiding the performance review include: the Principal's self-evaluation, collated evaluations from the Board of Governors and student course evaluations. All information provided or accessed will be discussed and filed in a confidential manner.

**Please comment on the following questions/areas of the Principal's responsibilities using POINT FORM wherever possible.**

**Send completed document electronically to the chair of PAC <<insert name and e-mail address>> by <<insert date>>**

1. During the past year, what do you regard as the Principal's most significant accomplishments? How were these related to VST goals?
2. What do you believe helped or hindered these accomplishments?
3. Areas of work as Principal that are going well; not going well. (For example, the quantity and quality of the work performed, the creativity applied, the dependability and alertness exhibited)
4. Principal's relationship with Faculty, Staff and Students that are going well; not going well; anything that needs to be acknowledge, celebrated or otherwise addressed
5. Principal's activities and relationships external to the school (e.g. those related to VST and the role of Principal, those that contribute to the wider mission and ministry of the church) – anything that needs to be acknowledged, celebrated or otherwise addressed
6. Challenges that you see for the Principal in the coming year. How can the Faculty, Staff and/or Students assist the Principal in meeting these challenges?
7. Your overall impressions of the past year that the Principal has spent at VST.
8. If you could give one piece of advice/guidance to the Principal, what would that be?

Name \_\_\_\_\_ Date \_\_\_\_\_