

## BOUCHER INSTITUE POLICY

**Policy Title:** Performance Evaluation

**Date of Initial Board Approval:** January 22, 2007

**Date of Last Approved Revision:** May 2<sup>nd</sup>, 2011

**Person(s) Responsible for Implementation & Adherence:** Chair of the Board of Governors, Executive Director and Department Managers

**Related Procedures:** Performance Review, Student Evaluation, Board Evaluation (TBD)

In order to provide feedback and guidance to support optimal performance and establish goals tied to the Boucher Institute's mission statement, regular performance evaluation must be conducted of all constituencies at the school. This includes the Board of Governors, the Executive Director and all other paid staff and faculty, volunteers, clinic residents, clinical interns and students attending the academic portion of the program.

At a minimum, the following schedule and assessment plan applies:

*Board of Governors* is evaluated at least annually by the process of peer review, self-evaluation and evaluation by the Chair. Results of this process are reported back to the entire Board and a plan to address deficiencies is developed.

*Executive Director* is evaluated at least annually by the Board of Governors, usually by meeting with the Executive Advisor and / or Chair of the Board, with input from all other Board members and from appropriate staff and school constituents. The final Performance Review is presented to the entire Board at a subsequent Board meeting.

*Staff, faculty, clinic residents and volunteers* are evaluated by their immediate supervisor and the process involves self-assessment, peer input when appropriate, student input for faculty, as well as the supervisor's assessment.

On initial hire, a probationary review is conducted at approximately three months, with annual reviews accomplished thereafter. See *Organizational Chart and Performance Review* procedure. In addition, faculty members receive feedback concerning their specific course(s) as per course evaluations that students complete for each course at the end of each term (see *Course Evaluation* form.)

*Students* receive evaluation from each instructor according to the method(s) most appropriate for the applicable course. These evaluations may be based on class participation and oral reports, quizzes, papers and other assignments, midterm and final examinations, or other means as appropriate. Mid-term progress reports are provided to give feedback to students on their performance to date (see *Student Progress Report Policy*.) (Also see *Attendance Policy* and the *Student Evaluation Policy*, both in the *BINM Student Handbook*.)

*Clinical Interns* are evaluated according to specific competencies that must be completed prior to graduation. See Clinic Handbooks (for Interns and Faculty) for details. Additionally midterm progress reports are completed for each shift in the middle of each term, and final evaluations at each term end.