

**FORMAT FOR EXECUTIVE DIRECTOR
INTENSIVE EVALUATION***

<u>EVALUATOR CATEGORIES</u>	<u>NUMBER OF EVALUATIONS**</u>
A. Board of Directors	Invitation to all
B. HSU Administrators (not project Directors)	4
C. Project Directors (of 3 or more Staff or student employees)	4
D. Project Directors (of less than 3 Staff or student employees/ but more than \$10,000 awarded)	4
E. Project Directors (\$5,000 - \$10,000/no staff employees)	4
F. External Contracting Agencies	4
G. HSU Campus Community	General Invitation

* 5-Year Intensive Evaluation for Executive Director to begin 1991.

** HSUSPF Personnel Committee will be provided with a complete list of names for each evaluator category. The committee will then select from among the total field of names those who will be asked to submit responses.

The letter from the Personnel Committee calling for responses will include a statement advising evaluators their comments will remain confidential, will only be made available to members of the HSUSPF Board of Directors and will be destroyed at the conclusion of the 5-year intensive evaluation process. The Personnel Committee will summarize the evaluators' comments and report to the Board. A copy of this document summarizing the comments from the evaluations will be placed in the Executive Director's personnel file at the conclusion of the 5-year intensive evaluation process. The evaluations will then be destroyed.