DEPUTY PRINCIPAL APPRAISAL

When is appraisal required?
Consider point in contract

- Initial 5 year contract
  - Year 3 formative appraisal
- 2nd 5 year contract
  - Year 5 summative appraisal
- Final 3 year contract
  - Year 4 summative appraisal
  - Year 3 summative appraisal

MEL selects MEL nominee on Panel

Letter from MEL EO to DP and copy to Principal and MEL nominee

Principal nominates Chair of Panel, DP selects own nominee on Panel

Panel Chair liaises with Principal, DP and Panel re process, dates and interviewees

Panel Chair receives Role Description and ARM goals and distributes to Panel

Survey reviewed and administered by Panel Chair

Self Reflection, Interview program, survey results, draft questions distributed by Chair to Panel

DP completes self reflection report and sends report to Panel Chair

Panel Chair receives Role Description, ARM goals since previous Appraisal and report of previous Appraisal and distributes to Panel

Survey reviewed and administered by Panel Chair

Self Reflection, Interview program, survey results, draft questions distributed by Chair to Panel

Panel interviews conducted

Draft report completed by Chair for comment by Panel, Principal, DP

Final Report submitted to DP, Principal, Panel members, MEL EO

Board Nominee speaks to report at MEL Board Meeting

DP develops set of goals for remainder of contract

Principal considers recommendation of reappointment for a second or third term

Re-appointment

Consider number of contracts

after 1st or 2nd contract

non re-appointment

after 3rd contract

Position is advertised internally and externally

DP develops set of goals for next contract