

**New Business Item 12-42**

Introduced 6/14/13

Approved 6/14/13

**TITLE: Policy and Procedure for Evaluation of the Hawaii Teacher  
Standards Board Executive Director**

---

---

The Hawaii Teacher Standards Board approves the following policy and procedure for evaluation of the HTSB Executive Director:

- The Board shall use the following evaluation instruments:
  - NBI 04-03: Revised Executive Director Evaluation Instrument for the 2013 evaluation;
  - The State of Hawaii Office of Human Resources Development EMCP Performance Evaluation System for subsequent evaluations;
- The evaluation timeline is as follows:
  - By August 31, 2013:
    - Complete evaluation instrument in NBI 04-03;
    - Set goals for EMCP 2014;
  - January 2014:
    - Mid-term evaluation of goals
  - June 2014:
    - Administer EMCP 2014;
    - Set goals for EMCP 2015;
  - Thereafter:
    - A mid-term evaluation of goals will be held in January of each year;
    - The EMCP will be administered in July of each year;
    - Goals for the following year will be set at the July EMCP evaluation.

**Submitted by:** Terry Lynn Holck

**Referred to:** Ad Hoc Committee for Evaluation of the Executive Director