

# OPE Committee Update Department Head 2024/25 Evaluation Process

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Presented by Eleanor Allen  
April 7, 2025



# Timeline for the 2024/25 Dept Head Evaluations

The intent is to complete the process this fiscal year (by the end of June)

- **April 28:** Send out Phase 1 Dept Head 2024/25 feedback survey to employees.
  - Due back **May 9.**
- **May 12–16:** Conduct follow-up interviews with reviewers (as needed)
- **May 23:** Send detailed Phase 1 report to each Dept Head and Eleanor has 1:1 meetings with Dept Heads; send Phase 1 summary report to Board
- **June:** Home Committees meet with each Dept Head (dates vary)
- **June 10:** Send out Phase 2 Dept Head feedback survey to the Board.
  - Due back **June 25.**
- **July 2:** Send detailed Phase 2 report to each Dept Head; send Phase 2 summary report to Board
- **July 8:** Present summary report to full Board; full Board meets for ~2 hours to give feedback to Dept Heads (~ 30 minutes for each Dept Head)

# Overview of the 360-Degree Department Head Evaluation Process

Month	April	May	June	July
<b>Phase 1 - Employee Reviews of Department Heads</b>				
Sent Dept Head Assessment to employees to complete	April 28- May 9			
Interviews as needed		May 12-16		
Send detailed Phase 1 report to each Dept Head		May 23		
Met with each Dept Head to provide feedback			June 2 – June 6	
<b>Phase 2 - Board Member Reviews of Department Heads</b>				
EOP approves 360 <sup>0</sup> process	April 7			
Board receives Phase 1 summary report		May 16		
Dept Heads present 2024/25 accomplishments and 2025/26 goals to their Home Committees			June	
Board completes Phase 2 Dept Head assessments			June 10 – June 25	
Board receives Phase 2 summary report				July 2
Board hears presentation of overall findings at Board meeting and provides feedback to Direct Reports individually				July 8

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