December 3, 1999

Procedure for Evaluation of the MOBIUS Executive Director

The *UM/MOBIUS Host Institution Agreement, Section 5, MOBIUS Executive Director* includes the following statement about evaluation: "The MOBIUS Executive Committee will conduct an annual evaluation of the MOBIUS Executive Director and make recommendations to the UM Vice President for Information Technology." The following procedure outlines the details of how that evaluation shall happen.

1. In the spring of each year, the Executive Director outlines his goals for the coming year and shares them with the MOBIUS Exec Com Chair and the Vice Chancellor for Information Technology.

2. In an executive session and with the Executive Director's goals in hand, the MOBIUS Executive Committee provides input to the Chair for the evaluation.

3. The Chair solicits input into the evaluation from the MOBIUS senior staff who report to the Executive Director.

4. The Chair drafts a written evaluation, for review by the Past Chair and the Chair-Elect.

5. The Chair provides the Executive Director a copy of the evaluation and shortly thereafter, discusses the evaluation with him. Either the Chair or the Executive Director may request that another MOBIUS officer be present for the discussion.

6. Upon completion, the Chair provides a copy to the Vice Chancellor for Information Technology by June 30th of the year.