



MSEI POLICY 8.0

8.2 GUIDELINES FOR THE PROCESS OF APPRAISAL OF DEPUTY PRINCIPALS IN MERCY SPONSORED SCHOOLS

8.2.1 GUIDELINES FOR THE CHAIR OF THE APPRAISAL PANEL

It is the responsibility of the Chair of the Appraisal panel to:

1. Communicate via letter, email or in person with the principal, the Deputy Principal and the members of the Deputy Principal appraisal panel to determine the timeline, dates and times for the various stages of the appraisal process;
2. Meet or communicate by teleconference with the Principal and the Deputy Principal prior to the commencement of the appraisal process to ensure that an appropriate selection is made of people to be surveyed and/or interviewed;
3. Arrange with the Principal for the necessary documentation, proformas etc. to be made available to those being surveyed and for any changes to the school timetable which may be necessary for the conduct of interviews to be organised in advance;
4. Discuss with other members of the panel prior to the interview, the structure of the interviews and the questions that might be asked;
5. Welcome the interviewees, introduce the panel, outline the purpose and process of the appraisal, giving an assurance of confidentiality, and bring the interview to a conclusion with an expression of appreciation;
6. Draft the appraisal report, the format of which will include:
 - Date of the appraisal;
 - Membership of the panel;
 - Outline of the process used;
 - A summary of the information obtained from surveys and interviews, under the headings used in the survey instrument and the self-reflection document;
 - A list of commendations based on the information contained in the report;
 - A list of recommendations for the consideration of the Deputy Principal.
7. Circulate the draft report to the other members of the panel for amendment;
8. Submit the report to the person being appraised for comment prior to its finalisation;
9. Meet with the Deputy Principal to discuss the draft report and make any subsequent changes arising from the discussion;
10. Clarify the status of the report and its confidentiality to the Deputy Principal and the Principal;
11. Submit the final report to the Principal, the Deputy Principal and to the MSEI Executive Officer for presentation to the Board.