



## MSEI POLICY 8.0

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

#### 8.2.2 GUIDELINES DEPUTY PRINCIPALS' NOMINEES

1. The task of the Nominee is, as is the task of each Panel member, to ensure that information is gathered so that the Panel can make a comprehensive evidence-based report which is fair and useful to the Deputy Principal. Because of time pressure there is the possibility that the Panel may not elicit all relevant information from the Deputy Principal.
2. It is suggested that before the Panel meets the Nominee work through the self-reflection report with the Deputy Principal so as to ensure that the Nominee is thoroughly acquainted with the Deputy Principal's strengths and aspirations, and so be in a position to inform the Panel of anything overlooked or not given appropriate weight on appraisal day. The Deputy Principal would assist the Nominee by providing the Nominee with a copy of her/his specific job description.
3. It is suggested that the Deputy Principal and the Nominee find a time to meet (face-to-face preferably) and that enough time is set aside to allow a careful working through of the self-reflection report. Ideally, the Nominee will take notes which can be used during the appraisal process. This will assist the Panel's discussions and in the writing of the report.
4. The Nominee does not give the Deputy Principal individual feedback as to what went into writing the report. It is important that the Panel members and the Deputy Principal understand that the interviews and/or the surveys, as well as the Panel discussions, are confidential and no comment will be made about either positive or negative assessments from individual people interviewed or surveyed.
5. It is the task of the Panel Chair to communicate the report to the Deputy Principal and to the Deputy Principal's Principal.
6. Is the Nominee the Deputy Principals advocate? Yes, to the extent of ensuring that the Panel is fully briefed on any preliminary information gathering discussions held between the Nominee and the Deputy Principal prior to the appraisal.
7. Does the Nominee take a non-critical stance? No. Each Panel member is expected to identify and commend the Deputy Principal's strengths and to make recommendations which are believed will assist the Deputy Principals in furthering their professional development.