March 12, 2012

To: Executive Committee, American Philosophical Association Pacific Division

From: Ad-hoc Committee: Heather Battaly, Joseph Keim Campbell, Calvin Normore

Re: Recommended Procedure Performance Evaluation of Secretary-Treasurer, Pacific APA

The Ad-Hoc Committee recommends the following systematic procedure for evaluating the Secretary-Treasurer (S-T) of the Pacific APA.

1. In subsequent years, the S-T will be reviewed by Sept 1 of the second year of her/his elected term. This review will be conducted by an Ad-Hoc Committee, appointed by the Executive Committee. The Ad-Hoc Committee will submit its review to the Executive Committee of the Pacific APA.

2. The Ad-Hoc Committee will review the following items:
   1. Agendas and minutes from Pacific Division meetings during the S-T’s tenure
   2. Financial reports for both years of the S-T’s service
   3. The Committee will solicit three letters: one from the Executive Director of the APA; one from the President of the Pacific APA; and one from ONE of the Chairs of the Pacific APA Programming Committee during the S-T’s service.
   4. The Committee will solicit a list of accomplishments from the S-T. This should be short (2-3 pages at most).
   5. Any and all comments about the S-T listed in the ‘box’ on the APA website (see below).

3. The Committee recommends that a ‘box’ be set up on the Pacific APA website and/or the NO APA website where APA members could offer whatever comments they wish about the S-T’s performance.

Note: The first evaluation of the S-T, conducted in 2012, did not include comments from a ‘box’ on the website. Nor did it include letters.

Adopted by the Executive Committee, April 2012.