

**Approved by:** Board of Trustees

**Date Approved:** February 20, 2015

1. **Summary:** This policy addresses the elements, contributors, confidentiality, and timeline of the review process.
2. **Rationale:** According to the bylaws of the college, it is the Board of Trustees' (Board's) responsibility to support the President and annually assess his performance. Presidential assessments are linked to accountability and good leadership development, clarify expectations and priorities of both parties, and augment the success of ongoing institutional strategic planning.

3. **Entities Affected:** Board of Trustees

4. **Definitions:**

*Presidential Annual Performance Review:* an annual review completed by the President and reported to the Board.

**Presidential Comprehensive Performance Review:** a comprehensive review of the President conducted every three years in lieu of the annual review, led by an ad hoc committee of the Board or an external consultant and, reported to the Board.

5. **Policy:**

**Annual Review**

*Elements*

The President's self-evaluation will consist of two components which will be due to the Board at a date specified by the Board Chairman.

1. The retrospective component will customarily include:
  - A copy of presidential goals previously communicated to the Board, with an assessment of progress made toward achieving those goals,
  - A description of other institutional or personal achievements,
  - An identification of significant institutional or personal challenges faced over the year that affected progress toward stated goals, with particular focus on those that will likely persist into the future,
  - An assessment of relationships with the Board, key leaders, donors and other stakeholders within the institution,
  - A list of key areas in which the Board has been especially supportive.
2. The prospective component will customarily include:

- A list of goals the President proposes for himself and the institution for the upcoming year, as well as the next five years,
- A list of any proposed professional development plans for the President,
- A description of the institution's principal opportunities and challenges,
- A list of key areas in which the President would especially benefit from Board support.

#### *Contributors and Confidentiality*

During the October Board meeting, input regarding the President's performance will be requested from all Board members. Following the completion of the President's self-assessment near the start of the year, he will meet with the Chairman of the Board to discuss his performance and goals. After the meeting, the Chairman will prepare a letter to the President summarizing the review, and a report with a recommendation to be made to the Executive Committee regarding the President's contract and compensation. The Executive Committee will review the report and pass their decision to the Board. The report made to the Executive Committee and Board, and the letter to the President will be confidential and will be kept so by all parties consulted.

#### *Timeline*

The annual assessment process will be completed within a 1-2 month period before the budget for the new fiscal year is finalized.

### **Comprehensive Review**

#### *Elements*

The comprehensive review will include a self-assessment from the President, feedback from constituents, and a final report to the Board.

The President's self-assessment will customarily include:

- A copy of presidential goals previously communicated to the Board, with an assessment of progress made toward achieving those goals,
- A description of other institutional or personal achievements,
- An identification of significant institutional or personal challenges faced over the year that affected progress toward stated goals, with particular focus on those that will likely persist into the future,
- An assessment of relationships with the Board, key leaders, donors and other stakeholders within the institution,
- A list of goals the President proposes for himself and the institution for the upcoming year, as well as the next five years.

#### *Contributors and Confidentiality*

During the October Board meeting, input regarding the President's performance will be requested from all Board members. Following the completion of the President's self-assessment, the Chairman of the ad hoc committee or the external consultant will meet with the President to outline the process, contributors, and timeline. The committee or consultant will begin their interviews or surveys of the following constituents: all Board members, representatives of faculty, students and staff, and any other parties selected. After the information has been reviewed the committee chairman or consultant will draft a report. The committee chairman or consultant will meet with the ad hoc committee to discuss the draft report. The committee chairman or consultant will finalize the report and it will be submitted to the Executive Committee. The

Executive Committee will make a recommendation to the Board regarding the President’s contract and compensation and the Board will receive a copy of the final report made to the Executive Committee. The report made to the Executive Committee and Board, and the information gained by interviews or surveys will be confidential and will be kept so by all parties.

*Timeline*

The comprehensive assessment process will be completed within a 2-3 month period before the budget for the new fiscal year is finalized.

**6. Procedure:**

- a. **Implementation:** Not applicable.
- b. **Responsibility for Compliance:** Chief of Staff
- c. **Notification:** This policy will be posted on the College’s website.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 1.005
Related policies:	

**Policy History**

Version 1.0	February 20, 2015
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