

**Approved By:** Board of Trustees

**Date Approved:** October 6, 2016

1. **Summary:** The Board Assessment Review policy allows for a review of the Board, its committees, and its leadership every three years.
2. **Rationale:** According to the bylaws of the college, the Board of Trustees shall have and exercise authority over the business and affairs of the Corporation, including the supervision of financial and business matters, education programs, and physical facilities. To ensure these responsibilities are being carried out effectively the Board will complete an assessment review every three years.
3. **Entities Affected:** President's Office, Board of Trustees
4. **Definitions:**

*Board:* Board of Trustees of Criswell College

*Board Professional:* Criswell College Chief of Staff

*Executive Committee:* Executive Committee of the Criswell College Board of Trustees

1. **Policy:** The purpose of the assessment process is to examine the strengths and weaknesses in Board governance, resulting in a plan for improvement and opportunities for Board training. The assessment process includes two parts:
  - a. an evaluation survey conducted with all Board members every three years and,
  - b. an exit interview/questionnaire conducted with each Board member whose term is complete.
5. **Procedure:**
  - a. **Implementation:**
    - i. Prior to the Board evaluation survey, the college administration and/or Chairman of the Board will review the survey and update as needed.
    - ii. At an October meeting every three years, each Board member will complete an evaluation survey.
    - iii. The surveys will be collected by the college's Board Professional, who will keep the findings confidential and will collate the information and prepare a summary to be submitted to the Chairman of the Board and the Executive Committee.
    - iv. The Executive Committee will review the results, determine what information should be shared with which party, and make recommendations for Board training to be scheduled the following Board meeting (April meeting).

- b. **Responsibility for Compliance:** Board Professional (Chief of Staff)
- c. **Notification:** This policy will be published on the College’s website and will be provided to new members of the Board of Trustees.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 1.010
Related policies:	

Policy History

Version 1.0	October 6, 2016
-------------	-----------------