



PRESIDENT PERFORMANCE ASSESSMENT

Category:

BOARD PRESIDENT RELATIONSHIP

Parent Policy Number:

BPR-3 President Performance Assessment

Board Approval Date:

January 23, 2025

Overview:

The assessment of the President provides a formal and predictable opportunity for the Board and the President to have a constructive discussion regarding the performance of the College and the President's leadership.

Definitions:

Procedures:

1.	Procedure for President's Goal Setting / Performance Plan		
	1.1	The Board Chair and President meet in August to discuss a Performance Plan for the coming year.	
		1.1.1	The goals outlined in the Performance Plan will be linked to the Strategic Plan and to other strategic directions approved subsequently by the Board of Governors.
		1.1.2	Additional goals may be added that relate to the overall management of the College and its staff.
	1.2	Following this meeting, and prior to the September Board meeting, the President drafts a Performance Plan for the year, providing it to the Board Chair for feedback.	
	1.3	Upon review by the Board Chair, the Performance Plan is presented to the Board for consideration of approval in the in-camera session of the September Board meeting. The previous year's performance evaluation may be used as a point of reference for goal setting and the development of the performance plan.	
	1.4	An informal review of the performance plan will take place between the Board Chair and President as needed at which time the existing performance plan may be adjusted to account for unforeseen events.	
2.	Procedure for the President's Assessment		
	2.1	The President provides a written, confidential self-assessment to the Board Chair annually in May . This self-assessment is central to the performance evaluation process.	
	2.2	Annually at the May Board meeting, the Board Chair will seek input from the Board of Governors on the President's performance using a common set of questions.	



		2.2.1	Prior to the September meeting, the draft questions to be used as part of the President's performance, will be discussed with the President and modified by the Board if they agree with the President's comments and recommendations.
		2.2.2	The questions to be used as part of the President's performance evaluation will be ratified at the September Board meeting. The President will have an opportunity to share any concerns or suggestions prior to ratification.
		2.2.3	The Board's responses to the agreed-upon questions will be provided prior to the May Board meeting.
		2.2.3.1	The President will be provided with a copy of the Board's feedback prior to the June Board meeting, ensuring confidentiality for each engaged informant to the process.
	2.3	The President self-assessment relates directly to the mutually agreed-upon goals developed by the President as part of the Performance Plan approved by the Board at the September Board meeting. Other information that may be included:	
		2.3.1	Achievement or aspects of the past year that have been especially rewarding;
		2.3.2	Any challenges that have arisen in the past year, and efforts that have been made to resolve them;
		2.3.3	Relevant information about relationships with students, staff, Board members, faculty, alumni and other internal or external stakeholders;
		2.3.4	Any personal matters that may be strengthening or providing challenges to the work of the President;
		2.3.5	Proposed professional development in the coming year.
	2.4	In March of any given year, the Board may elect to conduct a comprehensive evaluation of the President, using a performance review tool, as part of the annual review. This is at the sole discretion of the Board if it deems such an approach is warranted. If the Board elects to undertake a comprehensive evaluation, it may choose to have the process facilitated by an external party.	
		2.4.1	The President will be made aware of the Board's intent prior to conducting the comprehensive review.
		2.4.2	The President will be provided with a copy of the comprehensive evaluation results prior to the June Board meeting.
	2.5	At the in-camera session of the June Board meeting, the Board will consider the following:	



		2.5.1	The President's presentation of their self-assessment and achievement of the Performance Plan approved by the Board at the September Board meeting.
		2.5.2	The Board will have an opportunity to ask questions about the self-assessment.
	2.6	The Board will convene a special in-camera session at the June Board meeting to consider the following:	
		2.6.1	The President's self-assessment;
		2.6.2	The compiled results of the comprehensive evaluation (if relevant);
		2.6.3	Results of the feedback from the Board of Governors ensuring confidentiality for each engaged informant to the process;
		2.6.4	Compensation adjustment within the bounds of applicable legislation.
	2.7	Following the special in-camera session, the Board provides a summary to the president of the Board's discussion.	
	3.	Review of the Performance Assessment Policy	
	3.1	The Board shall annually, at the same time as the annual review, evaluate, confirm and ratify the policy and procedure for the President performance assessment. As part of the Board's review, the President is invited to provide comments on the process.	
	3.2	Amendments to the President's annual performance assessment will be made based on mutual agreement between the Board and the President during the President's term in office. The Board can amend the process before a new President is recruited or when an incumbent President is renewed.	
Related Information:			BPR-1 Relationship to the President Policy BPR-3 President Performance Assessment Policy
Review Period:			Annually
Revision History:			NEW: January 23, 2025

