

## **1.0 ASSOCIATED POLICY**

- Presidential Search & Selection, Review & Compensation Policy

## **2.0 PROCEDURE ELEMENTS**

- 2.1 As required under the President Search and Selection, Review and Compensation Policy, the Board of Governors is responsible for conducting annual reviews of the President. All members of the Board of Governors participate in these reviews.
- 2.2 Goal and Objective Setting Process
- 2.2.1 The President shall prepare a set of annual goals and objectives for review by the Governance and Human Resources Committee and the Board Chair.
- 2.2.2 The goals and objectives shall include a statement of purpose, specific outcomes or deliverables, methods of measurement of progress toward achievement of those outcomes or deliverables, and specific timeframes for the completion of the goal and objective.
- 2.2.3 The goals and objectives shall be presented to the Board of Governors for feedback and approval.
- 2.2.4 The President shall table mid-year and year-end progress reports with the governance committee and the Board.
- 2.3 Annual Review
- 2.3.1 The annual review shall assess:
- a) Routine responsibilities of the President, including those articulated in the President's Position Profile, as revised from time-to-time, and
  - b) Specific goals and objectives as approved by the Board.
- 2.3.2 The Board Chair and the Governance and Human Resources Committee, as delegated by the Board, shall manage the process for the annual review.
- 2.3.3 The Board Chair and the Chair of the Governance and Human Resources Committee will share the results of the annual review with the Board together with any recommendation related to compensation in a closed session of the Board of Governors meeting. At the discretion of the Board Chair, said meeting may be held *in camera*. Consistent with the Board Bylaws, once the *in camera* session is adjourned, the meeting will resume as a closed session.
- 2.3.4 In the spirit of continuous improvement, the Board Chair and the Chair of the Governance and Human Resources Committee, or as otherwise determined by the Board Chair, shall meet with the President to discuss the results of the annual review, including areas for further development and/or areas to be considered for subsequent annual strategic planning.
- 2.4 Special Review
- 2.4.1 In a situation where, in the opinion of the Board Chair, in collaboration with the Chair of the Governance and Human Resources Committee, there is a concern in respect of any aspect of the performance of the President, a special meeting of the Governance and Human Resources Committee and/or the Board itself shall be convened to consider appropriate action. In such cases, a special performance review shall be undertaken and any action that the Board deems to be appropriate, shall be taken.

**2.5 Confidentiality**

- 2.5.1 All proceedings, interviews, documents and opinions expressed in relation to the annual reviews of the President shall be held in the strictest confidence by all individuals involved. The Board Chair shall discharge any Board or Committee member who fails to comply with this requirement.
- 2.5.2 The Board Chair and the Office of University Governance shall safeguard all documents and information associated with the reviews and supervise disposal upon decision of the Board. A copy of the review results shall be placed in the President's confidential personnel file.

**3.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS**

- Presidential Reappointment Procedure
- Board of Governors Bylaws
- Employment Policy for Executive Officers

**4.0 ACCOUNTABILITY****Office of Administrative Responsibility**

Office of University Governance

**5.0 HISTORY****Relevant Dates**

Approved: **2023.06.15**

Effective: **2023.06.15**

Next Review: **2028.06**

**Modification History**

- 15.12.17:** New procedure approved by Board motion 01-12-17-2015/16.
- 18.05.09:** Comprehensively revised to ensure alignment with Board of Governors Bylaws and to properly reflect recent organizational changes. Approved by President's Policy Committee on May 9, 2018.
- 21.11.22:** Minor revision to update Responsible Office. Approved by Policy Sponsor.
- 23.06.15:** Comprehensively revised to remove reappointment review section. Approved in conjunction with approval of new Presidential Reappointment Procedure by Board of Governors motion #11-06-15-2022/23.