

NIPISSING UNIVERSITY

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| Policy Category: | Human Resources |
| Policy Number: | 3.5.2017.B |
| Policy Name: | Annual Review of the President's Achievement of Goals and Priorities |
| Responsible Department: | Executive Committee of the Board of Governors |
| Original Approval Date: | May 4, 2000 |
| Approval Authority: | Board of Governors |
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A. Accountability

Assessment of the Nipissing University President & Vice-Chancellor is the responsibility of the Board of Governors. The annual assessment is hereby delegated to the Executive Committee of the Board of Governors, to which the Board has assigned responsibility for matters involving employment conditions of the President (see Section XI of the Board Bylaws – Terms of Reference for Executive Committee).

The Board Chair is responsible for the overall management of the annual assessment process and for acting to ensure its focus and its timely completion.

On recommendation of the Board Chair, the Executive Committee may assign the conduct of the assessment review to a subgroup of its members. If so assigned, the subgroup will report its assessment conclusions to the full Executive Committee. For the purposes of this policy, and in recognition that the review committee may not include all members of the Executive Committee, the committee will be referred to as the Annual Review Committee, and the Board Chair shall be the Chair of said committee.

The annual review discussions will take place in the context of complete confidentiality between the President and those undertaking the assessment.

B. Mandate

The Annual Review Committee's mandate will be to review the President's achievements and performance over the past year; to evaluate his/her progress towards the goals that were established at the end of the previous year; and to assist with the establishment of his/her priorities for the upcoming year.

C. Process

The dates included in the following process are to be used as a guideline to assist the Annual Review Committee:

1. **Late June:** The Annual Review Committee will meet with the President to discuss and reach agreement about the priorities for the year to come. (Goals & Priorities Set)
2. **September:** The President will address the Board and outline the goals and anticipated activities for the year ahead in a way that reflects the priorities discussed and agreed upon by the Annual Review Committee.
3. **January/February:** The Board Chair may seek guidance and assistance from the Director, Human Resources to establish potential questions for the Annual Review and to determine the process format. The questions should relate directly to the goals and priorities that were agreed upon at the end of the previous year and may include additional queries about the President's progress towards any areas of improvement that were identified in previous years. The recommended questions will be presented to the Annual Review Committee for comment, input and approval. The Board will be consulted at this stage. The process format will determine how the committee will gather responses to the Review Questions and could take the form of a general discussion with the Board, meetings with individual Board members, the completion of an online survey, etc.
4. **February/March:** The Board Chair will ask the President to reflect on the priorities set for the current year and to make a written submission to the Annual Review Committee by May 1. The submission should also outline preliminary thoughts on the President's priorities for the next year.
5. **March/April Board Meeting:** The Chair of the Board will inform Board members during closed session of the Board that the annual review of the President is underway. The Chair will provide a reminder of the priorities previously set for this annual review and will present the Review Questions as approved by the Annual Review Committee. An outline on the process format for gathering responses to the questions will be presented.

At the discretion of the Annual Review Committee, the process may include soliciting input from individuals or groups beyond the Board. Any such consultation will take place in the context of complete confidentiality, and the President shall be informed of, and given opportunity to comment on, any such plans for consultation beyond the Board. Such requests for input should take into account such matters as whether the individuals outside of the Board are likely to have information which may be helpful in the assessment process.

6. **Early May:** The Annual Review Committee and the President will meet in camera to review the comments received from Board members (unattributed), the President's written submission and the suggested priorities for the upcoming year.
7. **May Executive Committee:** In instances where the Annual Review Committee is a subgroup of the Executive Committee, the Chair will present to the Executive Committee a summary of the Annual Review Committee's discussions with the President. The President will be asked to

comment, in person, on his written submission and to discuss suggested priorities for the coming year.

8. **Prior to June Board Meeting:** The Chair, together with one other member of the Annual Review Committee and, upon request, the Director, Human Resources, will meet with the President to review the committee's conclusions about his/her performance and to discuss any recommendations bearing on the coming year. Communications received and considered by the committee in the assessment process will be provided to the President (without attribution) as part of the committee's feedback. The discussion should convey, on behalf of the Annual Review Committee, the basis of its observations and conclusions, both with respect to positive outcomes with respect to goals and for areas where goals may not have been sufficiently achieved. The President will have the opportunity to state the basis of any disagreement with the observations and conclusions of the committee.

Following the meeting outlined above, the President will be informed by the Board Chair, in writing, of the conclusions of the committee. In accordance with the in-person discussion above, the letter will also convey the basis of the committee's observations and conclusions, both with respect to positive outcomes and for areas where goals may not have been sufficiently achieved.

9. **June Board Meeting:** In closed session, the President will be asked to leave the meeting, and the Board Chair will report to the Board on the Annual Review Committee's assessment of the President's achievements and performance during the previous year. After the discussion, the President will be invited back to the meeting at which time he/she will be provided feedback as to the Board discussion and have the opportunity to answer any questions.

To begin the process of setting priorities for the next year, all Board members, including the President, will be asked to provide their views on areas of focus. The discussion should include a focus on the opportunities and challenges of executive leadership and include ideas on how the executive administrative team and the Board can best support each other.

10. **Reappointment Year:** At the discretion of the Board Chair, and after consultation with the President, an annual review may be suspended in a year when the President is involved in a review process leading to a decision about the extension or renewal of his/her term.

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