

Policy Title: Presidential Evaluation

Category:	<input checked="" type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input checked="" type="checkbox"/> Board <input type="checkbox"/> President		
Date approved:	April 21, 2023	Effective date:	April 21, 2023
Policy Sponsor:	Governance and Presidential Evaluation Committee Chairs	Responsible Executive:	Vice President, Administration and Finance
Date last reviewed:	N/A New Policy	Date of last revision of Procedures:	N/A New Procedures
Date of Mandatory Review (expiry date):	April 2026		

1. POLICY

1. The Board of Governors is to undertake an annual performance evaluation of the President, coordinated by the Board’s Presidential Evaluation Committee (PEC), during which the annual evaluation interaction with the president is to be completed within a one-month period.
2. In any given year, except the year of a renewal of the President’s contract, the Presidential Evaluation Committee may recommend to the Board an external party to conduct a formalized 360 feedback process.

2. PURPOSE

To provide the President with support and feedback on performance by identifying areas of strength and opportunities for further professional development, to increase communication between the Board and the President, and to clarify the Board’s expectations of the President to allow them to meet mutually agreed upon strategic goals and clarify responsibilities.

3. SCOPE

The President.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

- Performance Appraisal

6. DEFINITIONS

N/A

New Policy Approved (date):	From Board Policy Manual – Presidential Evaluation
Policy Revision History (dates):	

-----**END OF POLICY**-----

7. PROCEDURES

The annual evaluation is to include these steps:

1. After the annual Board meeting and the appointment of the PEC members, and no later than November 15, the PEC is to inform the Board and President of the specific dates for the annual evaluation process.
2. By March 15 the Chair, PEC is to remind the Board and the President of the due dates for their input to the process.
3. By April 1, the President is to provide the PEC Chair with a written self-assessment of their performance that is to include:
 - a. Progress on meeting established goals based on the CMCC Strategic Plan and agreed to at the conclusion of the prior year’s evaluation.
 - b. Assessment of the overall academic performance of CMCC, including institutional achievements and accomplishments.
 - c. Assessment of the financial status of the institution.
 - d. Identification of significant challenges faced over the review year that affected progress toward goals, and the President’s assessment of continuing or future challenges facing the institution.
 - e. Goals proposed by the President for the following year.
4. By April 1, the Board members are to submit to the PEC Chair a confidential evaluation on the President for the evaluation period using a form approved by the PEC and made available through the Board online portal, the aggregate

results of which will be shared with the PEC and the President, and later at the Semi-Annual Meeting with the Board.

5. If there are indications that further input is necessary, the PEC may opt to have its Chair or designee contact such other individuals as may be relevant to the review of the performance of the President.
6. In mid-April, the PEC is to review the President's self-evaluation and the aggregate Board assessment results and meet with the President to review these data, interview the President, and discuss the proposed goals for the next evaluation period.
7. The PEC is to meet with the Board Executive Committee, prior to the Semi-Annual Board Meeting, regarding the PEC's assessment of the President's performance, the aggregate Board evaluation of the President, the President's proposed goals for the next evaluation period, action steps for the President's development, and any recommendations regarding compensation or other terms of employment.
8. The Executive is to meet to consider compensation or other terms of employment.
9. At the Semi-Annual Board Meeting, the PEC is to report to the full Board, in an *In Camera* session, on the PEC's assessment of the President and the proposed goals.

Prior to this meeting: Board members are to receive a copy of the President's proposed goals and the aggregate results of the Board evaluation of the President; and, after their review of the information, they are to forward any questions or comments to the Chair, PEC.

10. Following approval or modification of the report by the full Board, and before the end of the month, the written report is to be signed by the Chair, PEC and Board Chair, who are to then provide the signed report to, and then meet with, the President.

New Procedure Approved (date):	
Procedure Revision History (dates):	

8. ATTACHMENTS

Annual Presidential Evaluation Process Chart

Attachment: Guideline – Annual Presidential Evaluation Process –
Presidential Evaluation Committee (PEC)
CMCC Annual Planning and Fiscal Cycle – June 1 – May 31

