

PRESIDENTIAL PERFORMANCE EVALUATION

Primary Contact	Board of Governors
Related Policy / Legislation	<i>University Act, s. 27(2)</i>

PURPOSE/PHILOSOPHY

The Board of Governors evaluates the President and manages related compensation matters while playing a key role in supporting the President to lead the University. Therefore, the Board believes it is important for the President to set goals annually and their performance be evaluated against those goals. Performance plans and evaluations exist to:

- a. Strengthen the relationship between the President and Board of Governors by clarifying responsibilities and mutually agreed upon strategic goals;
 - b. Provide constructive feedback to the President in a timely and evidence-based fashion;
 - c. Assess whether the Board of Governors is appropriately and effectively supporting the President; and,
 - d. Inform decision-making on annual compensation for the President.
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Therefore, the Board of Governors annually evaluates the President's performance as follows:

1. Responsibility

- 1.1. The Board Chair and Board Executive Committee are responsible to oversee planning and evaluation processes related to performance and compensation. They also provide performance feedback and support throughout the year.
- 1.2. The Board of Governors is responsible for final approval of performance plans and evaluation assessments.
- 1.3. The Board Executive Committee is responsible for managing compensation issues and recommendations for performance-based salary increases or changes to benefit agreements.

2. Process

See Appendix A for expected timelines on evaluation and performance planning.

2.1. Annual Performance Plan:

2.1.1. Goals: The goals of the performance plan include consideration of:

- 2.1.1.1. UFV's Integrated Strategic Plan and related plans;
- 2.1.1.2. The internal and external environment within which the university operates;
- 2.1.1.3. Other areas of the overall leadership and management of UFV as deemed important; and,
- 2.1.1.4. Proposed professional development activities.

2.1.2. Format: The written plan addresses:

- 2.1.2.1 Key priorities for the coming year;
- 2.1.2.2 Any relevant matters that arise from the most recent performance review if applicable;
- 2.1.2.3 Expected multi-year issues; and,
- 2.1.2.4 Indicators for assessing results.

2.1.3. Process:

- 2.1.3.1. The Board Chair and President meet prior to the start of each year to discuss a performance plan for the coming year.
- 2.1.3.2. The President drafts a performance plan and provides it to the Board Chair for written and/or verbal feedback.
- 2.1.3.3. The Board Executive Committee meets to review the annual performance plan and to recommend the plan to the Board of Governors for approval.
- 2.1.3.4. The Board of Governors reviews and approves the annual performance plan at an in-camera meeting of the Board of Governors, which includes an opportunity for discussion with the President.

2.2 Annual Performance Review:

2.2.1. Written Self-Assessment: The President provides a written self-assessment to the Board Chair, reflecting on the current year's performance goals. It may also address:

- 2.2.1.1. Notable achievements or other rewarding aspects of the past year.
- 2.2.1.2. Any personal or organizational matters that may be supporting or challenging the work of the President and efforts made to resolve any challenges.
- 2.2.1.3. Information about internal and external individual or group relationships with key stakeholders.
- 2.2.1.4. Observations about expected future challenges and opportunities.

2.2.2. Board Executive Committee Review:

- 2.2.2.1. The Board Executive Committee reviews the self-assessment with the President followed by a discussion without the President.
- 2.2.2.2. Based on these discussions, the Board Executive Committee finalizes a performance evaluation recommendation to the Board of Governors for approval.
- 2.2.2.3. The Board Chair provides the President with the Board Executive Committee's recommendation and meets to discuss, if desired.

2.2.3. Board of Governors Approval:

- 2.2.3.1. The Board of Governors meets to discuss and approve the President's annual performance review.
 - 2.2.3.2. The Board of Governors holds an in-camera meeting to discuss the review with the President.
 - 2.2.3.3. The Board of Governors passes a motion to approve the review.
- 2.2.4.** As soon as possible, the Board Chair provides a verbal update to the President of the results of the discussion, followed by a confidential, written confirmation of the decision.

3. Compensation

- 3.1. The Board Chair seeks compensation instructions annually from the Public Sector Employers' Council (PSEC) of British Columbia and communicates these with the Executive Committee and the President.
- 3.2. When the evaluation process ends, the Executive Committee determines an annual compensation recommendation, if applicable. If a performance-based salary adjustment is approved, the Chair communicates this to the Public Sector Employers' Council (PSEC), the President, and then to UFV's Associate Vice President of Human Resources.

Appendix A: President's Performance Review Process (Yearly)

<u>Performance Plan</u>	<u>Annual Evaluation</u>	<u>Date</u>	<u>Responsible</u>
Board Chair and President meet to discuss performance plan for coming year (See 2.1.3.1.)		By March 31	Board Chair
President provides written draft performance plan for coming year to Board Chair for feedback (See 2.1.3.2.)	President provides written self-assessment of past year's performance to Board Chair (See 2.2.1.)	By April 30	President
Board Executive Committee reviews President's performance plan for coming year (See 2.1.3.3.)	Board Executive Committee reviews President's past year's performance (See 2.2.2.)	By May 31	Board Executive Committee
Board of Governors reviews and approves the annual performance plan for coming year (See 2.1.3.4.)	Board of Governors reviews and approves President's past year's performance (See 2.2.3.)	June meeting of Board of Governors	Board of Governors
	President informed of evaluation and compensation results (See 2.2.4.)	June	Board Chair