

Policy Title: Monitoring President's Performance
Policy Approver: Board of Governors
Policy Holder: Board of Governors
Category: Board Policy
Original Date: November 2006
Last Revised: April 2017
Next Review: November 2020

Policy Statement

The primary purpose of performance evaluation is to improve employee competence and effectiveness.

Approval Statement

With the consent of the Board of Governors and approval of the Chair of the Board of Governors, this policy is hereby deemed in effect the 8th day of April, 2017.

Chair, Board of Governors

Date

The process of performance evaluation should:

1. Provide feedback, information, guidance and suggestions for personal and professional growth.
2. Be part of a growth plan which includes establishing expectations, evaluation of results, and identification of opportunities for development.
3. Provide information for the purpose of determining renewal or termination of employment, advancement on the salary scale, and recognition for outstanding performance.

Procedures

The Chair of the Board will annually task the Governance Committee to facilitate the President's performance evaluation. Data from the evaluation will be compiled by the Board secretary and sent directly to the Board Chair for analysis and discussion with the Board and then the President.

- Report of Chair, and Vice Chair/s semi annual discussion with the President
- Annual performance evaluation report consisting of:
 - A self assessment completed by the President.
 - A report of the feedback from Board members and direct reports as well as results of the Staff Climate Survey, using the attached or similar instrument. This report shall be discussed with the President after being discussed with the Board.
 - The Board Chair may take the opportunity to update the Board after meeting with the President to complete the performance review.

The performance evaluation process will occur on an annual basis and consists of two elements:

Annual Evaluation:

1. An assessment by the Board and direct reports.
2. The results of the annual staff climate survey.
3. A self assessment.

4. A report to the Board on the results of the Board's assessment.
5. A report by the President on the process, and/or the content of the report to the Board.

Semi-Annual Evaluation:

1. A semi-annual discussion between the President, Chair and Vice Chair/s of the Board to provide the President with a general understanding of any performance issues as perceived by the Board with the objective to resolve those issues in a proactive manner.

The final report shall be included in the President's file.

Scope and Limitations of President

Not applicable.