

## **NIPISSING UNIVERSITY**

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| <b>Policy Category:</b>        | Human Resources                                                      |
| <b>Policy Number:</b>          | 3.5.2017.B                                                           |
| <b>Policy Name:</b>            | Annual Review of the President's Achievement of Goals and Priorities |
| <b>Responsible Department:</b> | Executive Committee of the Board of Governors                        |
| <b>Original Approval Date:</b> | May 4, 2000                                                          |
| <b>Approval Authority:</b>     | Board of Governors                                                   |
| <b>Last Updated:</b>           | May 2021                                                             |
| <b>Review Date:</b>            | 2024                                                                 |

### **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, which will be comprised of the Board Chair and at least two other members of the Executive Committee, 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 only 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 discussion points for the Annual Review and to determine the process format. The discussion points 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 process format will determine how the committee will gather input from Board members and could take the form of a general discussion with the Board, meetings with individual Board members, the completion of an online survey, etc. The discussion points and the process format will be presented to the Annual Review Committee for comment, input and approval. The Board will be invited to comment on the Committee's review plan.
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. While the main focus of the review must be on the current year, the President's submission should also outline preliminary thoughts on 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 Board will be provided with the list of goals and priorities that were agreed upon for the year, and the process for gathering input, as determined in #3 above, will begin.
6. **Early May:** The Annual Review Committee and the President will meet in camera to review the input received from Board members (unattributed) and the President's written submission. A preliminary discussion on suggested priorities for the upcoming year may also be held.
7. **Prior to June Board Meeting:** The Chair, together with at least 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 in regard 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. 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.

8. **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.

9. **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.

Established May 4, 2000 – Resolution #2000-05-03  
Revised September 5, 2001 – Resolution #2001-09-04  
Revised June 14, 2009 – Resolution #2009-06-08  
Revised May 4, 2017 – Resolution #2017-05-03  
Revised May 6, 2021 – Resolution #2021-05-09