



## **Board Governance Policy Manual**

**POLICY CATEGORY: BOARD-PRESIDENT RELATIONSHIP    POLICY NUMBER: C05**

**POLICY TITLE:    ASSESSING THE PRESIDENT'S  
   PERFORMANCE**

**EFFECTIVE: JUNE 11/08**

**REFERENCE (MOTION): 401.C.6.2.1 (EST. OCT. 2005)**

### **BACKGROUND**

Assessment of the President's performance is one mechanism that the Board uses to ensure its accountability, as prescribed in the Minister's Binding Policy Directive (A.III), by verifying that the specified outcomes for the College are being achieved within the executive limitations defined in policy. Regular feedback between the Board and the President will provide informal, ongoing assessment of organizational results. However, the annual performance review provides a formal opportunity to assess and record achievement of goals and establish action plans and performance adjustments as necessary. This policy outlines principles and procedures to guide the President's performance assessment.

### **POLICY STATEMENTS**

- 1) The Board clearly defines its expectations of the President in the employment contract, college policies, and performance plan. The employment performance of the College President will be formally reviewed and evaluated on completion of six months in office, and on or about an annual schedule thereafter. Since the President is continuously accountable to the Board for organizational performance, the Board, through Board discussions, may provide an informal appraisal of the performance of the President and the College regularly.
- 2) The Board of Governors is solely responsible for assessing the performance of the President under the following guidelines:
  - a) The compensation program is to be designed to assist the College Board to attract, motivate and retain a highly qualified President.
  - b) Link executive performance management to strategic and business plans.
  - c) Board to set clear expectations for the President.
  - d) Process to be transparent and actively involve the President and the Board.
  - e) Common values and competencies to be used across the organization.
  - f) Use appropriate multiple information sources as necessary to obtain a clear picture of performance.
  - g) Evaluation both what and how results are achieved.
  - h) Measure both quantitative and qualitative goals, using meaningful objective measurement scale.

i) Keep process flexible to adapt to unexpected needs

3) Presidential Performance Evaluation (Appendix A), will conduct an annual formal evaluation process with input from the Board governors.

#### **MONITORING**

The Board of Governors has adopted the Executive Performance Management Program to establish and evaluate the performance of the President. This document will be amended as necessary to facilitate an efficient and effective performance review.

#### **POLICY REVIEW DATE:**

**JUNE 11, 2008 ITEM 401.C.6.2.1**

**SEPTEMBER 12, 2012**