

PROCEDURE FOR PRESIDENTIAL PERFORMANCE REVIEW

Background

The objectives of conducting a formal performance review of the President are;

1. To provide the President with constructive feedback
2. To assure the Board and the University community that the President is performing his/her duties properly
3. To provide the Board with the evidence it needs to decide if a President's contract should be terminated or renewed.
4. To assist in determining salary progression

Accordingly, the following procedure and schedule is established to ensure that the process, the timelines and responsibilities are clear.

Procedure

The table below outlines the steps, the timing and the associated responsibility for conducting the performance evaluation of the President. Essentially there are three key elements within the five year cycle:

1. Ensure there is an annual review of the President's performance based on a set of objectives established by the Board. These annual reviews are intended to be a quick but precise process. The Chair of the Executive Committee will seek input from the Board regarding this review. In addition, the results of the review will be shared with the Board.
2. Conduct an overall assessment of how a new President is fitting into the Algoma University community.
3. Conduct a detailed review of the President's performance prior to the expiry of the President's term.

Date	Activity	Responsibility
Month 1	Establish Year 1 Objectives	President & Exec. Committee
Month 10	Canvass Board on performance	Executive Committee
	Establish Year 2 Objectives	President & Exec. Committee
Month 12	Complete and deliver first year review	Executive Committee
	Canvas Internal Stakeholders on performance (for a first term President only)	Executive Committee
Month 22	Canvas Board on Year 2 performance	Executive Committee
Month 24	Complete & Deliver year 2 performance	Executive Committee

	review	
	Establish Year 3 performance	President & Exec. Committee
Month 34	Canvas Board on Year 3 performance	Executive Committee
	Establish Year 4 Performance	President & Exec. Committee
Month 36	Complete & deliver Year 3 performance review	Executive Committee
	Establish Year 4 performance	President & Exec. Committee
Month 40	Canvas Internal & External Stakeholders for Term Review	Executive Committee
Month 44	Complete Term Review	Executive Committee & Board
	Determine Whether to offer renewal	Board
Month 46	Canvas Board on Year 4 performance	Executive Committee
Month 48	Complete & deliver year 4 performance	Executive Committee
	Establish Year 5 performance	President & Exec. Committee
Month 58	Canvas Board on Year 5 performance	Executive Committee
Month 60	Complete & deliver Year 5 performance	Executive Committee
	Establish Year 6 performance	President & Exec. Committee

Notes:

1. The annual objectives are established by the Executive Committee with input from the President and approved by the Board.
2. The annual objectives are linked to/aligned with the five year strategic plan
3. The annual review is intended to be a simple process based on the set of specific performance objectives approved by the Board
4. The Month 12 review involving internal stakeholders is conducted early in the President's term and is required to assist in determining whether the President is a suitable "fit" for the role. It is intended primarily to evaluate the President's communication skills, interpersonal skills, leadership style, decision making and initiative.

External stakeholders could be contacted as well, depending on the extent of the interaction between them and the President. This decision will be made by the Executive committee at the appropriate time.

This Month 12 review step will be used only for a new President who is beginning his/her first term.

5. A formal, all inclusive performance review will begin in Month 40 and will be completed in Month 44. The results of this review will determine whether the Board offers the President an extension of his/her term or not. In the event the President's term is not extended a search for a new President must commence immediately and be completed with a new President in place by Month 60.
6. The stakeholders to be consulted for feedback on the President's performance for both the Month 12 and Month 40 review of each five year cycle are;

Members of,

- Board of Governors
- Faculty
- Staff
- Administration

Heads of the following organizations;

- Algoma University Students' Union
- Anishinaabe People's Council
- Shingwauk Education Trust
- Shingwauk Anishinaabe Student Association

Major external constituencies with which the University regularly interacts. The specific individuals will be determined by the Board Executive Committee. (Refer to note 4 above with respect to contacting external stakeholders for the Month 12 review)

7. Stakeholders referenced in item 6 above will be asked for their feedback on a set of evaluation criteria established by the Executive Committee. Only written submissions will be accepted. These evaluation criteria may differ for each of the reviews.
8. The method used to contact stakeholders for the Month 12 and Month 40 review will be determined by the Executive Committee. It is however suggested that contact (for internal stakeholders) be via e-mail.

For the Month 12 review, recipients of the e-mail could be requested to comment on the President's performance against the criteria listed in item 4 above or a similar list of competencies as amended by the Executive Committee.

With respect to the Month 40 review, it is recommended the e-mail to the internal stakeholders advise that a formal review of the President's performance is underway with the objective of having it completed prior to the expiry of his/her first term. Rather than ask the recipients of the e-mail to fill in a questionnaire or respond to the President's performance against certain specific criteria, it is recommended that recipients be invited to

provide written feedback only in areas they are comfortable commenting on. Some evaluation criteria that could be suggested simply as examples, are interpersonal skills, communication skills, fiscal responsibility, relationship building, initiative, strategic vision and decision making. The recipients of the correspondence however, must be advised that essentially the objective is to receive feedback only on factors that have impacted each respondent (in either a positive or negative manner).

Evaluation of the responses could be accomplished by scoring each reply from negative to positive on a five point scale.

A. Plastino
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