

BOARD PROCEDURE: President's Performance Evaluation

REFERENCE NUMBER:	BP-013
APPROVAL DATE:	<i>Original:</i> January 11, 2017
REVISION DATE(S):	June 28, 2017
EFFECTIVE DATE:	Current
SCHEDULED REVIEW DATE:	As necessary

1. Purpose

- 1.1 At the October 2016 In-Camera meeting of the Board of Governors, it was reiterated that the process of evaluating the President should be completed within the Board year by the members that endorsed the objectives, i.e. in the May/June timeframe, not in the Fall.
- 1.2 The Board directed the Executive Committee to formalize the process.

2. Process

- 2.1 Objectives are established each Fall and approved by the Board no later than November.
- 2.2 Progress towards achievement of objectives will be provided to the Board no later than January/February.
- 2.3 In May, the President provides a self-evaluation for review with the Board Chair/Executive Committee.
 - In assessing performance, the Board Chair may seek Governor input through use of a predetermined methodology (e.g. survey, confidential email).
- 2.4 In June/no later than July, the Board Chair/Executive Committee will complete the evaluation on the prescribed form and establish performance compensation.
 - The Board Chair reviews the final evaluation with the President.
 - The Board Chair provides a directive to the Vice-President responsible for Human Resources with appropriate details relating to the President's compensation, for processing.
 - The completed, signed evaluation form is placed in a sealed envelope marked "confidential" for retention in the President's personnel file.
- 2.5 A high level summary of the results will be tabled at a regular Public Board meeting.

History of Amendments/Reviews:

Section(s)	Date	Comments
All Board policies and procedures were included in the overall review of By-law 1-102	April-May 2017	• Board approval (Resolution BoG June28-2017 #3)