

President/CEO's Performance Evaluation**Date of last revision: April 10, 2014****Board Approved: June 13, 2019**

POLICY

The Board of Governors (Board) has the responsibility to evaluate the performance of the President/CEO on an annual basis. The primary purpose of any performance evaluation is to improve employee competence and effectiveness.

PROCEDURE**1. THE PRESIDENT/CEO'S PERFORMANCE EVALUATION**

1.1. The process of performance evaluation should:

- 1.1.1. Provide feedback, information, guidance and suggestions for personal and professional growth
- 1.1.2. Be part of a growth plan that includes establishing expectations, evaluation of results, and identification of opportunities for development
- 1.1.3. Provide information for the purpose of determining renewal or termination of employment, advancement on the salary scale, and recognition for outstanding performance
- 1.1.4. Ensure that any meeting held to discuss the performance of the President/CEO, and any material related to the performance of the President/CEO, be strictly private and confidential

2. GOAL-SETTING AND EVALUATION PROCESS

2.1. No later than the beginning of the operational year, the President/CEO will submit his/her proposed annual performance objectives and performance measurements to the Human Resources Committee for the next year. Performance objectives should reflect the College's strategic priorities for the year, financial/FTE goals, and any substantial projects in which the College may be involved

2.2. The evaluation process will proceed as follows:

- 2.2.1. The President/CEO will complete a self-assessment for the academic year, and will provide his/her self-assessment to the Board Chair and Human Resources Committee Chair who will ensure distribution to Human Resources Committee members
- 2.2.2. The self-assessment will be shared and discussed with the Board Chair, Human Resources Committee and the President/CEO at an in camera Human Resources Committee meeting
- 2.2.3. The Board Chair and Human Resources Committee will meet in camera to discuss the self-assessment and add recommendations, if deemed necessary
- 2.2.4. The Board Chair and Human Resources Committee will obtain input from individual Board members, and may also obtain input from internal and external stakeholders
- 2.2.5. The Board Chair and Human Resources Committee shall meet with the President/CEO regarding the results of the evaluation
- 2.2.6. The Board Chair and Human Resources Committee Chair will provide a draft report and any recommendations to the Board for in camera review and Board input
- 2.2.7. The Board Chair and Human Resources Committee Chair will meet with the President/CEO to communicate the outcomes of the President/CEO's performance evaluation by the Board. The evaluation report and the related outcomes will be documented and signed by the Board Chair and the President/CEO and included in the President/CEO's employment file. The President/CEO may include comments to the Report
- 2.2.8. Each year the Board Chair, Human Resources Committee and President/CEO will review the specifics of the appraisal process to be used for the President/CEO's evaluation. The Committee may choose, from time to time, to consult with appropriate internal and external stakeholders
- 2.2.9. Subject to the foregoing, the evaluation process may include the following elements:
 - 2.2.9.1. A self-assessment
 - 2.2.9.2. An assessment by the Board, through input from each of the Governors
 - 2.2.9.3. Input from internal and external stakeholders determined by the Human Resources Committee and Board Chair, in consultation with and the President/CEO

- 2.2.9.4. A report to the Board on the results of the Human Resources Committee's assessment
- 2.2.9.5. Input by the President/CEO on the process and/or content of the report to the Board on or before the first Board meeting of the operational year
- 2.2.9.6. A final evaluation report prepared by the Board Chair and Human Resources Committee Chair is reviewed with the President/CEO, placed in a sealed envelope marked "Confidential", and filed in the President/CEO's personnel file within thirty (30) days of Board approval
- 2.2.9.7. A directive with appropriate details relating to the President/CEO's compensation forwarded to the Vice-President – Employee and Student Development for processing
- 2.2.9.8. A semi-annual discussion between the President/CEO, Chair, and Vice-Chair of the Board to provide the President/CEO with a general understanding of any performance issues as perceived by the Board with the objective to resolve those issues in a proactive manner