

PRESIDENT & CEO'S PERFORMANCE EVALUATION**Date of last revision:** June 13, 2019**Date of last review:** April 13, 2023**Board Approved:** April 13, 2023

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 their proposed annual performance objectives and performance measurements to the Human Resources Committee for the next year. Performance objectives should reflect NBCC's strategic priorities for the year, financial/FTE goals, and any substantial projects in which NBCC 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 their 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 Executive Director People and Culture 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.

3. COMPENSATION REVIEW PROCESS

- 3.1. A compensation study and analysis should be conducted for the President & CEO role every four (4) years to allow for study to be completed before the end of a five (5) year term.
- 3.2. The compensation study should include reviews of other post-secondary education institutions, other Part IV organizations throughout New Brunswick as well as any other similar sized Canadian jurisdictions.