

Board Policy on Presidential Evaluation Process Board of Trustees of Oregon Institute of Technology

1.0 Purpose

It is the policy of the Board of Trustees of Oregon Institute of Technology to conduct an annual evaluation of the performance of the President. In addition, the Board will conduct comprehensive performance reviews at intervals to be determined by the Board.

2.0 Background

The Board of Trustees is charged with the supervision of the President according to Oregon law (ORS 352.096). The Board has a fundamental responsibility to establish annual goals in collaboration with the President and to evaluate the achievement of goals and the leadership of the President annually.

In February 2016 the Board commissioned an open, inclusive and transparent process to gather stakeholders' perspectives about presidential leadership and the process of presidential evaluation. The Board gained valuable perspectives from the process of gathering stakeholders' perspectives and considered established best practices in higher education for annual and comprehensive presidential performance reviews in developing policy and processes for presidential evaluation.

3.0 Principles and Values

The Board embraces the following principles and values in fulfilling its responsibilities to support and evaluate the President:

- a. Feedback about performance provides an opportunity to identify strengths and areas for future professional development;
- b. Evaluation of the President is an integral part of continuous dialogue between the Board and the President about the strategic directions of the institution and role of the President;
- c. The Board intends to accomplish its evaluative goals through both Annual and Comprehensive Evaluation processes with the President;
- d. The Annual and Comprehensive Evaluation processes provide an opportunity to gain additional information to monitor the institution's progress in meeting strategic goals and assess the overall health of the institution;
- e. An Annual Evaluation will be conducted every year and a Comprehensive Evaluation will be conducted periodically with the timing being at the sole discretion of the Board (usually every 4-5 years);
- f. The Annual and Comprehensive Evaluation processes should be formal, written processes to assure the Board is meeting its accountability responsibility.

- g. Agreed-upon annual goals form the basis for the Annual Evaluation and the process provides an opportunity to re-set goals and establish new goals for the following year;
- h. Criteria for the Annual and Comprehensive Evaluation, agreed upon by the President and Board leadership upon hiring and at each evaluation, should reflect the dimensions of leadership that the Board and the President believe are most important to advance the mission;
- i. The President's self-assessment is an integral part of the Annual and Comprehensive Evaluation process;
- j. Establishing a policy for presidential performance evaluation does not imply that informal, on-going evaluations cannot or should not occur between the Board and the President; and
- k. The evaluation process will be confidential to the extent provided by Oregon law.

4.0 Evaluation Process and Timeline

4.1 Annual Evaluation

The annual review will be based on the President's Self-Assessment Report and will be conducted by the Board Chair and Vice Chair. The Board Chair and Vice Chair may invite comments from stakeholders. The Board Chair and Vice Chair will meet with the President to discuss the self-assessment and proposed goals for the following year.

The President is required to submit a Self-Assessment Report to the Board Chair and Vice-Chair by August 1st of each year or a mutually agreed upon date. The Annual Evaluation will be based on a Self-Assessment Report prepared by the President which includes:

- a. Progress on meeting goals established for the year, including relevant data where appropriate;
- b. Assessment of the strategic directions as described in the university's strategic plan;
- c. Assessment of the financial status of the university;
- d. Assessment of the opportunities and challenges facing the university;
- e. Commitment to shared governance (per Resolution 15-2);
- f. Identification of any professional development activities that the President wishes to pursue;
- g. Goals that the President proposes for the next year with descriptions of alignment with overall strategic directions where appropriate; and
- h. Other information requested by the Board Chair and Vice Chair.

The Board Chair and Vice Chair will review the Self-Assessment Report and complete their review by September 1st or within 30 days of the agreed upon date of each year and will present a report for discussion and evaluation to the full Board at the first regularly scheduled meeting of the Board following completion of their review. It is the responsibility of the full Board to draw conclusions about the report, develop feedback for the President, and approve the goals for the following year.

Following the Board meeting, the President will receive a written report documenting the evaluation and the agreed-upon goals for at least the next year.

4.2 Comprehensive Evaluation

The Comprehensive Evaluation will be conducted periodically (usually every 4-5 years), with the specific timing to be determined by the Board Chair in consultation with the full Board. The Comprehensive Evaluation process will be overseen by a small group of Board members appointed by the Board Chair (a Board oversight committee) and a qualified consultant, if desired by the Board Chair.

The Comprehensive Evaluation builds on the process of Annual Evaluation. In a year in which, the Board conducts a Comprehensive Evaluation, it will replace the Annual Evaluation.

The specific details for a Comprehensive Evaluation should be determined by the consultant and the Board oversight committee. The Comprehensive Evaluation process may involve contracting with an independent consultant who reviews prior annual evaluations, reviews key documents and data about the university and its strategic directions and achievements, and interviews key stakeholders. Typical stakeholders interviewed may include all Board members, direct reports to the President, members of the faculty, members of classified and unclassified staff, student representatives, and selected other constituents such as community and government leaders, alumni, and major donors. The process usually begins in February or March but may begin at another mutually agreed upon date, and is completed in May or June or within 3 months of the mutually agreed upon date when the consultant provides a report to the full Board.

The Comprehensive Evaluation process is based on a Self-Assessment Report prepared by the President which includes information similar to the Annual Self-Assessment Report, but encompasses a longer span of years. Specific content should be determined by the President, the Board oversight committee and the consultant. In addition to progress on strategic goals, the process should address multiple dimensions of the President's role such as vision and strategic leadership, communication abilities, management skills, and other aspects of leadership as specified by the Board.

5.0 Confidentiality

The provisions of Oregon law regarding confidentiality of personnel records will be followed for presidential evaluations.