

## MIDTERM ASSESSMENT AND REAPPOINTMENT OF THE PRESIDENT

Approval Authority: Board of Governors

Established: new

Amendments: (Supersedes Performance Review of the Dean 2021/2)

Category: Board

Parent Policy: Search and Appointment Policy

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### 1. PURPOSE

The purpose of this policy is to outline the manner by which the midterm assessment and reappointment of the President is undertaken at NOSM University, to ensure appropriate rigour, consistency and transparency of process in keeping with the mission, strategic direction, and values of the University.

### 2. ROLES AND RESPONSIBILITIES

- 2.1. **Board Chair** – working closely with the President and the Executive Committee, assume the lead for the performance review process.
- 2.2. **Executive Committee** – (if established) works closely with the Board Chair, support and facilitate the ongoing management of the President's annual performance and compensation review. Recommend a committee for the Review.
- 2.3. **Board of Governors** – periodically review and as necessary or desirable, revise this procedure considering the experience gained, best practices and legal developments as applicable.

### 3. PROCEDURES

#### 3.1 MID TERM COMPREHENSIVE ASSESSMENT

A Review Committee shall conduct a comprehensive mid-term review in the 3rd year which will be broader in scope than the annual review and will replace the annual review process in that 3rd year.

The comprehensive assessment is based on the incumbent's leadership of the institution, results of the annual performance reviews, the performance of the University and written submissions which are invited by the Board Chair from members of the Board and members of the University community.

A Review Committee whose responsibility is to administer and provide oversight of the comprehensive assessment and recommend an outcome based on that process. The Committee may seek external consultation to assist in conducting the comprehensive assessment.

The comprehensive assessment will be initiated immediately and shall conclude in a timely manner.

The format of the comprehensive assessment shall include:

- a) A clear process, developed in consultation with the President.
- b) The President's written self-assessment and past annual reviews.

- c) An agreed upon list of individuals and groups to be interviewed in confidence, and a fair, disciplined process for these interviews.
- d) A Board evaluation of the President's performance in meeting mutually agreed upon goals
- e) A face-to-face meeting with the President and Committee.
- f) A follow up report and presentation to the Board; and
- g) A letter or memorandum from the Board Chair to the President describing the process and the general results of the review.

The University Secretary is responsible for ensuring that any support required by the Committee in fulfilling its mandate is provided.

The Chair shall prepare and submit to the Board a final report that includes a positive or negative recommendation regarding the President's reappointment.

All deliberations of the Committee shall be confidential.

### **3.2 REAPPOINTMENT**

Consistent with the Presidential Search and Appointment Policy, in the event a President expresses a written intent to stand for reappointment, the Board Chair shall initiate the process and the Board shall appoint a Search Committee who is responsible for conducting a comprehensive assessment of the President's overall performance and leadership during their term of office. This assessment should be aligned with the mid-term review.

The Committee's responsibility is to administer and provide oversight of the comprehensive assessment (if not completed previously) and recommend an outcome based on that process.

If the Committee recommends that the President be reappointed for an additional term of office, the Board will review the final report submitted by the Committee and make a final decision on the President's request for reappointment.

- The decision will be made by motion to accept or reject the recommendation of the Committee. Voting by proxy is not allowed.
- If the President is recommended for reappointment, the Board Chair and Vice Chair, in consultation with, and approval by the Board, shall negotiate and conclude a contract with the President.
- Administration (or Legal Services) shall provide support in drafting the President's contract.
- The Board Chair shall act as the official spokesperson for all matters relating to the reappointment process and will announce the reappointment of the President.

If the President is unsuccessful in their request for reappointment, or if the President chooses to no longer stand for reappointment, the Presidential Search and Appointment Policy is to be followed.

The Committee shall be dissolved upon its final decision regarding the mid-term Comprehensive Review or the President's request for reappointment.

### **4.0 RELEVANT LEGISLATION**

- NOSM University Act, 2021

## **5.0 RELATED POLICIES, PROCEDURES & DOCUMENTS**

- Presidential Search and Appointment Policy

## **6.0 AUTHORITIES AND OFFICERS**

The following is a list of authorities and officers for this procedure:

- a. Approving Authority: Board of Governors
- b. Responsible Officer: Board Chair
- c. Procedural Authority: Board Chair
- d. Procedural Officer: University Secretary

### **Review and Revision History**

**Review Period:** 5 year or as required

**Date for Next Review:** 2027 01