

President Annual Review Procedures

Approval Authority: Board of Governors

Established: NEW

Amendments: (supersedes Annual review of the Dean)

Category: Board

Parent Policy: Presidential Search and Appointment Policy

1. PURPOSE

The purpose of the annual review is to enable the President to strengthen their own performance, to allow the President and the Board to set mutually agreeable priorities, and to inform annual decisions on compensation adjustments and other terms of presidential employment.

The review process is not intended as a substitute for regular, ongoing communication about progress toward priorities between the President and the Board.

2. ROLES AND RESPONSIBILITIES

- 2.1. **Board Chair** – working closely with the President and the Executive/Review Committee, assume the lead for the performance review process.
- 2.2. **Executive Committee** (if established) or Review Committee – working closely with the Board Chair, support and facilitate the ongoing management of the President's annual performance and compensation 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 Annual Review

- a) The President will undergo an annual performance review by the Chair of the Board that is conducted in a fair and timely manner as determined by the Board.
- b) The President will provide a mid-year progress report to the Board that includes updates on each of the goals.
- c) In May/June the President reports results on objectives for the current academic year to the Board and in consultation with the Chair and Review Committee, will prepare priorities and goals for the upcoming academic year, taking into consideration, among other factors, the University Strategic Plan. As well, the President will provide a self-evaluation to the Board Chair which will be shared with the Board based on outcomes on each of the approved priorities and goals.
- d) The Board Chair, working closely with the Committee, will solicit feedback from members of the Board and the President's direct reports (if required) with respect

to the President's performance in the past year and potential objectives for the upcoming year.

- e) In May/June, the Board Chair will meet with the President to discuss the annual performance review and priorities and goals for the upcoming year. The new priorities and goals are, in turn, presented to the Board for approval.
- f) The President presents a report on the performance review to the Board, which includes, based on performance, recommendations for annual compensation (which may be *in camera*).
- g) The Board Chair and Vice Chair will meet with the President to share the performance report and negotiate annual compensation.
- h) The Board Chair will report to the Board on the outcome of the performance review.

3. RELEVANT LEGISLATION

- NOSM University Act, 2021

4. RELATED POLICIES, PROCEDURES & DOCUMENTS

- Presidential Search and Appointment Policy

5. 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: Review Committee
- d. Procedural Officer: Review Committee Chair

Review and Revision History

Review Period: 3 years

Date for Next Review: 2025 01