

## **President Annual Performance Plan and Review Procedures**

Approval Authority: Board of Governors

Established On: 2022-05-12

Amendments: (Supersede Annual Review of the Dean) 2025- 05 - 14

Category: Board

Parent Policy: Presidential Search and Appointment Policy

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### **1.0 POLICY STATEMENT**

The purpose of the annual review is to enable the President, Vice Chancellor, Dean, and CEO ('President') to strengthen their performance, allow the President and the Board to set mutually agreeable priorities, and 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. For the first year of implementation, the timeline may be adjusted to align with the new Presidency, as agreed by the Board Chair and Board Executive Committee (BEC).

### **2.0 ROLES AND RESPONSIBILITIES**

**Board Chair 'Chair':** Working closely with the President and the BEC, the Chair assumes the lead for the performance review process.

**Board Executive Committee:** Consistent with the Terms of Reference the Board Executive Committee acts as the Committee overseeing, supporting and facilitating the management of the President's annual performance and compensation review and report. Other Governors may be included in the process as approved by the Executive Committee.

**Board of Governors:** Periodically reviews and revises this procedure based on experience, best practices, and legal developments. The Board reviews and approves the Annual Review Report and Outcomes presented by the Board Executive Committee.

### **3.0 POLICY PROCEDURES**

#### **3.1 Timeline Overview**

The performance plan and review process align with the annual meeting held in November/December, and follows this timeline:

- **January- February:** President and Chair establish preliminary performance plan for confirmation at the first available Board of Governors meeting

- **September 30:** President submits self-evaluation and supporting documents to the BEC.
- **October – November** - BEC compiles the preliminary review report before the November Board meeting. During this time the Chair will review the draft report with the President.
- **November:** The Preliminary report and review outcome is presented to the Board of Governors by the BEC for review and approval at the closed meeting.

It is understood that any changes to the above timing is at the discretion of the Board Chair in consultation with the BEC.

### **3.2 President's Goal Setting/Performance Plan**

Prior to the start of the fiscal year and no later than February 1, the President and Board Chair will establish performance plan with goals. These goals should:

- Align with the university's strategic plan and broader strategic directions.
- Include additional objectives related to organizational management.

The finalized Performance Plan is reviewed by the Chair, presented to the Board Executive Committee for consideration, and approved by the Board annually by March 1.

### **3.3 President's Self-Evaluation**

As part of the Performance Review, the President will annually provide a self-evaluation to the Board Executive Committee by September 30. This evaluation will:

- Assess outcomes against approved priorities and goals.
- Highlight achievements, challenges, and resolutions.
- Provide relevant information about relationships with interest holders.
- Include proposed professional development for the coming year.

### **3.4 Input and Assessment Process**

The Board Chair, in consultation with the Board Executive Committee, will determine the methodology and extent of feedback collection upon the approval of the President's performance goals. This may include but is not limited to:

- Structured surveys.
- Individual interviews or focus groups.
- Performance metrics or data review.

Feedback will be solicited from:

- Members of the Board.
- The President's direct reports (if deemed necessary).

### **3.5 Review and Reporting**

The Board Executive Committee will compile the preliminary review report before it is shared with the Board, which will include:

- Assessment of performance goals and recommendations (if any).
- Supporting documentation used in the review such as the self-assessment and reports.
- Recommendations for compensation adjustments (if any).
- Additional matters deemed necessary.

The report will be presented to the Board for review and approval during a closed meeting of the Board of Governors. A formal statement will be made in an open meeting of the Board of Governors.

### **3.6 Compensation Review**

Upon Board approval of the review:

- The Chair and/or Vice Chair will negotiate compensation adjustments with the President, consulting the Vice President Administration and COO as needed.
- Adjustments will consider both performance outcomes and benchmarks (if applicable).

### **3.7 Progress Reporting**

The President will provide regular progress updates to the Board throughout the year, summarizing achievements against established goals and strategic objectives.

### **4.0 Interpretation**

Questions of interpretation or application of this policy or its procedures will be referred to the University Secretary at [governance@nosm.ca](mailto:governance@nosm.ca)

### **5.0 Related Documents or References**

University Documents and Information

- Presidential Search and Appointment Policy
- Board Executive Committee Terms of Reference

- NOSM University Act, 2021

#### **AUTHORITIES AND OFFICERS**

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

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

#### **Review and Revision History**

**Review Period:** Every three years

**Date for the Next Review:** 2028-01