

Policy

REVIEW OF THE PRESIDENT AND VICE-CHANCELLOR POLICY

Number: GV 7

Classification: Governance

Approving Authority: Board of Governors

Designated Executive Officer: Chair, Board of
Governors

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Mandated Review Date: January 2031

Associated Procedures: GV 7.1 *Review of the President and Vice-Chancellor Procedures*

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1.0 BACKGROUND

- 1.1 The Board of Governors is responsible for supporting and evaluating the success of the President through regular performance feedback and a leadership development process.
- 1.2 The President has general responsibilities to lead UNBC as set out in the President and Vice Chancellor position description and the President's employment contract. In addition to the President's general responsibilities, each year the President and Board agree on specific performance goals and objectives for the President for the upcoming year. The annual goals and objectives usually reflect the following:
 - 1.2.1 performance measures for UNBC developed by the Board for the upcoming year related to the University's strategic plan;
 - 1.2.2 specific goals related to the President's leadership of UNBC; and
 - 1.2.3 the President's professional development goals.
- 1.3 With relevant stakeholders, the Board is responsible for assessing the reappointment of the President within the broader context of strategic direction and operational management of the University.

2.0 PURPOSE

- 2.1 The evaluation of the President is one of the most important responsibilities of the Board and is carried out under the leadership of the Board Chair. A formal evaluation process provides clarity for both the Board and the President and provides an opportunity for leadership and development discussions.
- 2.2 The main objectives of the President evaluation process are to:
 - 2.2.1 assess the outcomes of the President's work against the defined goals;
 - 2.2.2 provide feedback to the President on their performance;
 - 2.2.3 strengthen Board/President relations;
 - 2.2.4 provide information for a review of the President's compensation; and
 - 2.2.5 inform the reappointment process.

- 2.3 While the Board Chair plays a leadership role in carrying out the evaluation process, it involves input from the whole Board.

3.0 PRINCIPLES

- 3.1 Each evaluation assesses outcomes against performance measures for UNBC developed by the Board for the year(s) under review, specific goals related to the President's leadership, and the President's professional development goals.
- 3.2 The guiding principles for any performance review are:
- Fairness
 - Transparency of process
 - Honest communication between the Board and the President
 - Confidentiality
 - Facilitating safe, reliable and effective pathways for feedback
 - Ensuring equity, diversity and inclusion of voices in the review process

4.0 SCOPE

This policy applies to the Board of Governors, the President and Vice-Chancellor, and identified review committees and/ or consultants.

5.0 DEFINITIONS

- 5.1 **Diversity:** Differences in the lived experiences and perspectives of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, gender identity or expression, sexual orientation, age, class, and/or socio-economic situations (as defined in the *Hiring Equity Policy*).
- 5.2 **Equity:** A fair, impartial, even-handed, and distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person's life. Please see the [Government of Canada's Building a Foundation for Change: Canada's Anti-Racism Strategy](#) for other words that matter when it comes to

promoting inclusion and eliminating discrimination (as defined in the *Hiring Equity Policy*).

- 5.3 **Inclusion**: Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all (as defined in the *Hiring Equity Policy*).

6.0 POLICY

- 6.1 During the President's term, regular evaluations are done as follows:
- 6.1.1 At the end of year 1, the Board initiates a full evaluation by an external consultant, including reviews incorporating internal and external perspectives, as outlined in the Procedures enacted under this Policy.
 - 6.1.2 At the end of year 2, the Board Committee with responsibility for Human Resources conducts a limited evaluation.
 - 6.1.3 At the end of year 3, the Board initiates a full evaluation by an external consultant, including reviews incorporating internal and external perspectives, as outlined in the Procedures.
 - 6.1.4 During year 4, the Board implements the *Terms of Reference for the Review of the President Prior to Reappointment*.
- 6.2 Full evaluation results are made available to the Board Chair and the President. Summary evaluation results are made available to the Board Committee with responsibility for Human Resources. Limited evaluation results are made available to the full Board.
- 6.3 The Board Chair and Board's Human Resources Committee are responsible for keeping the Board informed of the review process.
- 6.4 At any time during the term of the President, the Board of Governors can initiate a review process at their discretion.
- 6.5 Nothing in this Policy or associated Procedures is intended to preclude members of the Board, members of the University or broader community

from providing feedback to the Board Chair at any time on the President's performance.

7.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors

Designated Executive Officer: Board Chair

Procedural Authority: Board of Governors

Procedural Officer: Board Chair

8.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

- 8.1 *GV 5 Appointment and Reappointment of the President and Vice-Chancellor Policy*
- 8.2 *GV 5.1 Search and Recommendation for the Selection of the President and Vice-Chancellor Procedures*
- 8.3 *GV 5.2 Review of the President and Vice-Chancellor Prior to Reappointment Procedures*
- 8.4 President and Vice-Chancellor's Letter of Appointment