

## **Board Statement Number 7 Evaluation of Presidential Performance**

### **1.0 Policy**

The Board of Trustees of Eastern Oregon University (the “Board”) will periodically evaluate the performance of the President of the University, as set forth in this policy.

### **2.0 Purpose**

The purpose of presidential evaluation is to provide the President with regular support and feedback on performance, by identifying areas of strength and opportunities for further professional development. The evaluation process also provides the Board an opportunity to reflect on the health of the university and the leadership demonstrated by the President.

### **3.0 Guiding Principles**

The Board will use the following principles to guide its evaluation of the President:

- A. Informing and guiding successful leadership is a core principle of the evaluation.
- B. The evaluation is founded on the Board’s commitment to shared governance.
- C. The evaluation will be conducted in a manner that fosters a trusting relationship with the President and supports his/her development.
- D. A review of the President should be based on the University’s values and the objectives set forth in its mission, goals, and strategic plans.
- E. Objectivity and candor, as well as a well-defined and timely process, are critical to an effective evaluation.
- F. Nothing in the establishment of annual or comprehensive review policies and processes should imply that informal, ongoing evaluations cannot, should not or will not occur; ongoing, reciprocal communication between the President and the Trustees is important to effective governance of the University.
- G. Presidential evaluations will inform decisions regarding compensation of the President, although compensation adjustments will not necessarily be awarded simultaneously with a positive performance review. Adjustments to, or renewal of, the President’s contract will be handled as a separate matter.
- H. Pursuant to ORS 351.065, documents regarding the President’s performance, including the Board’s evaluation of the President the President’s self-assessment, are faculty personnel records and are not public records. Such evaluative personnel information

will be maintained in a manner that is consistent with the personnel records standards outlined in ORS 351.065 and University policies.

#### **4.0 Annual Evaluation.**

4.1 The Board shall conduct an annual performance evaluation of the President following the close of each fiscal year and prior to the beginning of the fall term of the new academic year. The evaluation will review the President's performance during the recently concluded fiscal year. The annual evaluation is intended to be relatively informal.

4.2 The Annual Evaluation will include the following:

4.2.1 President's Self-Assessment Report. The President will complete a self-assessment report that addresses the state of the university and the President's stewardship. The President shall submit the report to the Board of Trustees on a date specified by the Board Chair at least four weeks in advance. The Trustees shall maintain strict confidentiality of the President's self-assessment report. The President's report will address the following:

- A. Progress on meeting previously established goals, including any relevant data;
- B. An assessment of the university's advancement of goals outlined in the Strategic Plan;
- C. An assessment of the academic status of the university;
- D. An assessment of the financial status of the university;
- E. An assessment of the challenges and opportunities facing the university;
- F. An assessment of the President's relationships with the Board, Board Officers, university leadership, and other key stakeholders;
- G. The identification of any professional development the President wishes to pursue; and
- H. Goals the President proposes for him/herself over the course of the next year.

4.2.2 Gathering of Additional Information. The Trustees shall individually submit their comments on the President's self-assessment report (and any other relevant aspect of the President's performance) to the Board Chair and Vice Chair, by a date determined by the Chair. The Board Chair and Vice Chair shall use a standard form to solicit comments from the President of the Faculty Senate, the Chair of the University Council, and the Student Body President regarding the president's performance. The Board Chair and Vice Chair may also consider comments from organizations that work closely with the university (such as the Eastern Oregon University Foundation and the Eastern Oregon University Alumni Association)

regarding the President's performance. The President's self-evaluation shall not be shared, however, with commenters other than Trustees.

4.2.3 Evaluation by the Chair and Vice-Chair. The Board Chair and Vice Chair will draft a performance evaluation of the President, based upon their review of the President's self-assessment report, the comments on that report provided by Board members, and any other information received from Board members or others. The Board officers will submit that draft to the Trustees for comment. Following receipt of the Trustees' comments, the Board officers may, in their full discretion, make any changes they choose to make to the evaluation. The Board officers will then meet with the President to discuss and finalize the evaluation and to discuss performance goals for the President and the university for the current fiscal year.

4.2.4 Board Officers' Report and Criteria for Evaluation. The Board Officers will prepare and present to the Board a Board Officers' Report that provides the results of the evaluation, any associated recommendations, and the proposed performance goals for the next year. Recommendations may include consideration of presidential compensation.

## **5.0 Comprehensive Evaluation.**

The Board shall conduct a comprehensive evaluation of the President following the close of the fifth year of his tenure, and every fifth year after that. The comprehensive evaluation is intended to consider a broader range of time and performance goals, and draw information from a wider range of contributors, than is typical for the annual evaluation. In comprehensive evaluation years, no annual evaluation is conducted.