BOARD POLICY FOR
ANNUAL AND COMPREHENSIVE
PRESIDENTIAL PERFORMANCE REVIEWS

(This Policy replaces those parts of Procedure No. 40.105, Ohio University Policy and Procedure Manual, that pertain to evaluation of the President)

February 2008

PURPOSES

The purposes of the annual presidential performance review are:

- To enable the president to strengthen his or her performance;
- To promote good communications and strong working relationships between the president, the board, University constituencies and other stakeholders in support of Ohio University’s mission;
- To enable the president and board to set, reset and evaluate mutually agreed-upon goals and objectives; and
- To inform decisions on compensation adjustments and other terms of employment.

In addition to the foregoing, the purposes of periodic comprehensive presidential performance reviews are:

- To solicit the informed perceptions of leaders of major internal and external stakeholder groups, as well as those of the president and board;
- To involve one or more external advisors in the review process;
- To enable the president and the board to decide whether they have a basis for an extended commitment to one another; and
- To promote the success, progress and best interests of Ohio University and its mission.

RESPONSIBILITY

It is the board’s responsibility to assess the president’s performance. In fulfilling this responsibility, the board may solicit the informed views of others within and outside of the institution. The annual and comprehensive reviews described in this policy are in addition to regular and ongoing communication that should and is expected to take place between the president, the board, University constituencies and other stakeholders in support of Ohio University’s mission.

The board delegates to the executive committee, within the parameters of this policy, the responsibility for organizing and conducting the annual review process with the president.

Every fifth year of the president’s employment, or earlier as the board in its sole discretion may determine, the board or its delegate shall conduct a comprehensive review of the president’s performance with the assistance of at least one external advisor.
ANNUAL PRESIDENTIAL REVIEW PROCESS

The start of this process shall be a written and confidential self-assessment statement by the president. The self-assessment shall be in a format and according to a timetable mutually agreed-upon by the president and the executive committee. Generally, the self-assessment should include, at a minimum: (1) a retrospective review of goals previously agreed-upon and of achievements, disappointments, issues or problems during the preceding year; (2) a prospective statement of challenges and opportunities facing Ohio University; and (3) the president’s proposed goals and objectives for the coming year.

As soon as is practical following receipt of the self-assessment statement, the executive committee shall meet with the president to discuss the statement and any other information that the executive committee may wish to consider for purposes of the annual review. The executive committee shall prepare recommendations to the board concerning the president’s annual review, for presentation during executive session to the full board.

The self-assessment statement, along with any supplemental information requested by the executive committee from the president or from other sources, shall be sent to all board members. Because this statement constitutes a potentially sensitive personnel matter, and in order to encourage candor during the annual review process, all trustees shall treat the self-assessment statement and any supplemental information as strictly confidential.

At the board’s next regularly scheduled meeting, the board shall meet in executive session to discuss the annual review. With the president in attendance, the board shall discuss the president’s goals for the next year. This executive session is intended for the board and the president to have a candid and wide-ranging discussion and to serve the purposes set forth in the first section of this Policy.

The board may propose adjustments to the president’s proposed goals. After discussion in the executive session, the board and the president shall mutually agree on the president’s goals, and the board shall then approve the goals.

OUTCOMES OF ANNUAL REVIEW PROCESS

Following the discussion described above, the board shall excuse the president from the executive session. The board shall then receive, discuss, adjust if necessary, and ratify recommendations of the executive committee concerning its annual review of the president’s performance. The recommendations may include review and adjustment of the president’s annual compensation and other terms of employment. Immediately following this meeting, the board chair shall meet with the president to report on the board’s private deliberations, including its decisions concerning compensation and other terms of employment. Within thirty (30) days thereafter, the board chair shall prepare and sign a confidential memorandum addressed to the president to summarize the board’s conclusions, as well as all actions taken in executive session concerning the annual performance review.
Thereafter, the board chair may report during the regular board meeting that the annual review has been completed and, without disclosing confidential personnel discussions, may make such other comments about the review as will serve the mission of Ohio University.

**COMPREHENSIVE PRESIDENTIAL REVIEW PROCESS**

The board shall delegate authority to a review committee – for example, the executive committee or an ad hoc committee -- to conduct the comprehensive presidential review process with the assistance of one or more external advisors. Procedural details and the timetable for conducting the comprehensive review shall be decided by the review committee in consultation with the president and the external advisor(s). The Office of Legal Affairs shall provide support and advice for purposes of completing the comprehensive evaluation in a manner that promotes candid discussion and that complies with applicable Ohio law.

At the start of this process, the president shall submit to the board chair a comprehensive self-assessment statement covering the period of service under review. To encourage candor and because the self-assessment potentially involves sensitive personnel matters, the statement shall be confidential but may be shared with the advisor(s), the review committee and the board. The format of this statement will be agreed upon between the president, the review committee, and the advisor(s).

Activities necessary to complete the comprehensive review process should be completed within three months after engagement of the advisor(s). The activities should include personal and small-group interviews with the president, members of the board, and a broad array of individuals or groups internal and external to Ohio University, including but not limited to elected leaders of each campus constituent group, and other selected faculty, students, staff, alumni, community leaders, government officials, donors, members of the Ohio University Foundation Board, and other stakeholders in the mission of Ohio University as may be selected by the committee and the external advisor(s). The nature of interview questions to be presented to the individuals and groups shall be agreed upon by the committee, the president and the external advisor(s). To encourage candor, interviews should be treated with strict confidentiality and anonymity.

**OUTCOMES OF COMPREHENSIVE REVIEW PROCESS**

While the procedural details of the comprehensive review shall be decided with the guidance of the external advisor(s), it is expected that the review committee will provide a comprehensive substantive report and recommendations for discussion in executive session with the board and the president at the conclusion of the review. At all stages of the evaluation process, the president shall be involved and informed and be afforded the opportunity to respond as he or she deems appropriate. The responsibility for conducting the comprehensive presidential review, for making decisions based on the review, and for communicating the review process and outcomes shall remain at all times with the board.

At the conclusion of the comprehensive presidential review process, the board chair may report during the regular board meeting that the process has been completed and, without
disclosing confidential personnel decisions, may make such other comments about the review as will serve the mission of Ohio University.