BOARD POLICY FOR
ANNUAL AND COMPREHENSIVE
PRESIDENTIAL PERFORMANCE REVIEWS

Submitted by the Ad Hoc Committee on
Presidential Evaluation Policy
January 10, 2008

Adopted, as amended, by the Board of Trustees
February 8, 2008

Revised by the Board of Trustees
March 14, 2014

Revised by the Board of Trustees
October 17, 2014

(This Policy replaces those parts of Procedure No. 40.105, Ohio University Policy and
Procedure Manual (issued 01/27/79), that pertain to evaluation of the President)

PURPOSES

The purposes of the annual presidential performance review are:

To enable the president to strengthen his or her performance in meeting goals and
serving the mission of Ohio University;

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.

This evaluation process regarding president performance is separate from, but complimentary to and dependent upon the strategic plan and implementation plan, as are developed by all constituents in conjunction with the president for serving the mission of the university.

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

In the year prior to the expiration of the president’s contract, or earlier as the board in its sole discretion may determine, the board shall conduct a comprehensive review of the president’s performance with the assistance of at least one external advisor.

The Office of Legal Affairs shall provide support and advice for purposes of completing the annual and comprehensive evaluation processes in a manner that promotes candid discussion and that complies with applicable Ohio law. The board, or a committee of the board, may discuss the evaluation and compensation of the president in executive session, subject to compliance with Ohio Revised Code Section 121.22.

ANNUAL PRESIDENTIAL REVIEW PROCESS

The start of this process shall be a written 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 board. 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 in serving the mission of Ohio University.
As soon as is practical following receipt of the self-assessment statement, the chair shall meet with the president to discuss the statement and any other information relevant to the annual review. The chair shall consult with other trustees, including the student trustees, to obtain information that will assist in the annual review. The chair shall make recommendations concerning the president’s annual review to the full board in executive session.

The self-assessment statement, along with any supplemental information requested by the chair from the president or from other sources, shall be sent to all board members. Because this statement constitutes a potentially sensitive personnel matter to be discussed in executive session, all trustees shall treat discussions of 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 mutually agree on the president’s 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 discuss the recommendations of the chair concerning the 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 discussion concerning compensation and other terms of employment. The board chair shall prepare and sign a memorandum addressed to the president to summarize the board’s discussions in executive session concerning the annual performance review.

Thereafter, the board will discuss the outcome of the evaluation in a public meeting and any modifications to the terms and conditions of the President’s employment shall be formally adopted as a resolution of the board.

COMPREHENSIVE PRESIDENTIAL REVIEW PROCESS

At the first regular board meeting of the fiscal year prior to the expiration of the president’s contract, or earlier as the board in its sole discretion may determine, the executive committee shall bring a proposal to the board for the retention of one or more external advisors who shall assist the board in conducting the comprehensive presidential review. Procedural details and the timetable for conducting the comprehensive review shall be decided by the board chair in consultation with the president and the external advisor(s).
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. Because the statement potentially involves sensitive personnel matters to be discussed in executive session, all trustees shall treat discussions of the statement as strictly confidential. The format of this statement will be agreed upon between the president, the board chair, 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 private 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 board chair and the external advisor(s). The nature of interview questions to be presented to the individuals and groups shall be agreed upon by the chair, the president and the external advisor(s). To encourage candor, and as permitted under applicable law, interviews should be conducted in private and 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 board chair 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 will discuss the outcome of the evaluation in a public meeting and any modifications to the terms and conditions of the President’s employment shall be formally adopted as a resolution of the board.