

POLICY TYPE:	Board-President Relationship
POLICY TITLE:	Assessing the President's Performance Policy
EFFECTIVE DATE:	June 2022
REVISION DATE:	June 2024
RENEWAL DATE:	June 2027

In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in the Definitions Schedule to By-law No. 1 of the College.

This policy aims to establish a process for the Board's review of the President's performance to recognize accomplishments, improve job performance where necessary, and set annual performance goals in partnership with the President.

1. POLICY STATEMENTS

- 1.1. The Board of Governors will assess the performance of the President in a manner that is collaborative, consistent with human resource best practices and maintains confidentiality.
- 1.2. The Board of Governors delegates responsibility for the annual review of the President's performance to the Executive Committee.
 - a) The Executive Committee may request the head of Human Resources and/or the Office of Research Services, Innovation, and Entrepreneurship or its successor to support the Committee in completing various steps of the performance management process.
- 1.3. The Board of Governors will use the following criteria when evaluating the performance of the President:
 - a) The degree to which the responsibilities as set out in the President's employment contract and the Board-President Relations policy are accomplished;
 - b) Compliance with the nature and limits set by the Board in its Outcomes, Executive Limitations, and Board-President Relationship policies;
 - c) Compliance with the nature and limits set by the strategic plan (vision, mission and values);

- d) Demonstration of the College's values of collaboration, diversity and inclusion, excellence, innovation, integrity, respect, and social responsibility, both internally and externally;
 - e) Submission of timely Board reports on relevant issues and annual compliance report;
 - f) Delivery of a balanced budget except where the Ministry has granted permission to run a deficit or in circumstances otherwise approved by the Board;
 - g) Substantial completion of the business plan objectives;
 - h) Strategic advancement of the College;
 - i) The degree to which the President achieved their annual performance goals; and,
 - j) Results of the survey completed by the Board of Governors and Executive Leadership Team about the President's performance.
- 1.4. The method of assessment shall be the procedure outlined in the Presidential Performance Management Process document, which includes:
- a) The setting of performance goals by the President;
 - b) A self-assessment completed by the President; and,
 - c) A survey completed by the Board of Governors and Executive Leadership Team.
 - Internal Governors shall be excluded from completing the survey to manage and avoid conflicts of interest.
- 1.5. Following the annual evaluation of the President's performance, the Executive Committee shall make a recommendation to the Board concerning the President's performance and related performance pay.

2. MONITORING

- 2.1. The Board of Governors, through the Executive Committee, is responsible for ensuring that the process outlined in the Presidential Performance Management Process is completed annually.

3. RELATED LEGISLATION, MINISTER'S BINDING POLICY DIRECTIVES AND OTHER DOCUMENTS

- 3.1. Durham College By-law No. 1
- 3.2. Ministry's Binding Policy Directive - Governance and Accountability Framework
- 3.3. Ministry Resource Document - Board-President Relations
- 3.4. Presidential Performance Management Process Document (approved by the Board of Governors in April 2024)