

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

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.

1. POLICY STATEMENTS

- 1.1. The Board of Governors is responsible for assessing the performance of the President.
- 1.2. Responsibility for the annual review of the President's performance is delegated to the Executive Committee and as such the Chair of the Board will ensure that Governors have an opportunity to provide input to the Executive Committee as part of this process.
- 1.3. The performance of the President will be formally reviewed and evaluated on completion of six months in office, and based on the fiscal year thereafter.
- 1.4. The Board will use the following criteria when evaluating the annual performance of the President:
 - a) Compliance with the nature and limits set by the Board-President Relationship Policy, the Board's 'Outcomes' policies and the Board's 'Executive Limitations' policies;
 - b) Compliance with the nature and limits set by the strategic plan (vision, mission and values), the Board work plan and annual business plan;
 - c) The demonstration of the College's values of integrity and transparency, respect, equal access and inclusion, personal and team accountability and collaboration, both internally and externally;
 - d) The submission of timely Board reports on relevant issues and annual compliance report confirming all legislative and executive limitations have been met;
 - e) The delivery of a balanced budget;
 - f) The substantial completion of the business plan objectives;

- g) The strategic advancement of the College; and,
 - h) The degree to which the College is represented in a professional, ethical and responsible manner.
- 1.5. The performance assessment tools available to the Board may include, but are not limited to:
- a) An annual feedback survey completed by members of the Board;
 - b) A 360 degree survey conducted with external stakeholders at the end of the President's first year of service and as appropriate thereafter;
 - c) An employee engagement report provided every three years;
 - d) Annual compliance report;
 - e) Annual financial and risk performance reports;
 - f) Regular Board monitoring reports;
 - g) Informal appraisal through Board meeting discussions;
 - h) Regular feedback between the Board Chair, Board Vice-Chair and President on organizational issues and results;
 - i) Observation of leadership behaviours;
- 1.6. Following the annual evaluation of the President's performance, the Executive Committee shall make a recommendation to the Board with respect to the President's performance.

2. MONITORING

- 2.1. The President shall provide the Board a mid-year summary of progress against the established criteria outlined in Section 1.4 in November of each year.
- 2.2. The President shall provide the Board a year-end summary of progress against the established criteria outlined in Section 1.4 in March of each year.

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
- 3.3. Resource Document - Board-President Relations