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6-106 Evaluation of University Presidents, Executive Director, and Counsel to the Board

A. General Policy

It shall be the intent of the Board of Regents that evaluation of those executives reporting to the Board (the university presidents, the executive director, and counsel to the Board) shall be an ongoing process which consists of open communication between the Regents and the executive of both individual and institutional goals and objectives to include affirmative action accomplishments. While this ongoing evaluation will frequently be informal, for compensation-setting purposes, a formal annual procedure will be utilized. In addition, a comprehensive evaluation of the executives' performance will be made at least once every five years. All reviews shall be conducted and maintained in complete confidence.

B. Procedures for Annual Compensation Review

The Board of Regents shall review for compensation-setting purposes the president of each university, the executive director and, following review by the executive director, the counsel to the Board, at least once each year. The evaluation shall be both written and oral and shall be completed no later than two months before the annual compensation decision is made.

1. The Board of Regents shall review with each executive to be evaluated the standard evaluation form and shall allow the executive to suggest alterations or additions to the format. A major component of the compensation review form will be a portion which identifies agreed-upon goals and objectives for the individual under review.
2. The Board shall establish procedures for the compensation review process which may include provisions for the establishment of a Regent review team comprised of less than the entire Board. Regardless of whether or not a team approach is utilized, all members of the Board will complete a compensation review form on each individual under review, transmitting the completed review form to the President of the Board. The executive may also complete a form.

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- a. If the team approach is used, a team form will be developed in consultation with the executive under review. After the team has completed its review, it will report to the Board in executive session.
 - b. If the entire Board conducts the review, upon receiving the completed forms, the President of the Board will convene the Board and the executive in an executive session to conduct the compensation review.
3. The procedure adopted by the Board will include a planning component and will provide for direct input from the executive under review. The planning component will form the basis of the review for the following year, although it may be modified throughout the year as long as any modifications or additions are fully understood by all parties.

C. Procedures for Comprehensive Performance Evaluation

In addition to the annual compensation review, to assist the Board in making compensation decisions, the Board shall undertake a comprehensive performance evaluation of each executive reporting to the Board at least once every five years. The performance evaluation process shall be a means of gathering information concerning executive performance that will be useful to the Board and the respective executive in improving the administrative or, in the case of counsel to the Board, legal operations, identifying areas of strength, and determining areas in need of improvement. Every effort shall be made to make the entire performance evaluation experience positive and constructive for all participants.

1. The Board of Regents shall establish a procedure which may include identification of a standardized form, any evaluators other than Regents, and specified time frames for completion of the process.
2. The evaluation shall be discussed by the full Board in executive session with the executive present.

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3. A discussion of future goals and objectives shall be held with the executive and a date for the next comprehensive performance evaluation shall be designated prior to adjourning the executive session.