



Policy Name	Chief Executive Office Performance Evaluation		
Policy #	520	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

PURPOSE

The purpose of this policy is to identify the parameters under which the Board of Governors (Board) will conduct a systematic process to evaluate the performance of the President and CEO.

PRINCIPLES

The following principles will guide the Board’s assessment of the President and CEO:

1. The Board and the President and CEO have a common interest in ensuring the success of the College and the development of the President and CEO as a seasoned executive leader.
2. The evaluation process provides a formal opportunity for the Board and President and CEO to have a constructive discussion regarding the performance of the College and the leadership of the President and CEO.
3. The process should be constructive in nature to support continuous improvement.
4. The process should be transparent and provide for clear, constructive feedback.
5. The evaluation process will provide for important self-reflection on the President and CEO’s performance.

POLICY

The performance evaluation of the President and CEO is one of the most important responsibilities of the Board. The Board believes that a strong and effective relationship between the Board and President and CEO is critical to the long- term success of the College; an effective evaluation process is a key factor in creating and maintaining this relationship. A regular evaluation process to provide feedback on the performance of the President and CEO is necessary for effective and continuous development and improvement. In keeping with the commitment to effective Board governance and accountability, the Board will implement a systematic President and CEO evaluation process.

While informal evaluation processes may be ongoing throughout the year, a formal evaluation process will be undertaken on an annual basis at minimum. The Board may elect to perform additional formal evaluations at any time, as deemed appropriate. The parameters for the formal evaluation are:

- The evaluation process will be led by the Board Chair, and will include input from all Board members. The Board Chair will work with the Board Finance and Human Resource Committee (FHRCO) to carry out the evaluation process.
- Any relevant factors included in the terms of the President and CEO’s employment contract will take precedence over this policy should any conflicts exist or arise between this policy and the contract.
- The review will be based on criteria and objectives that are agreed to by the Board and President and

CEO in advance.

- While the performance of the College in relation to strategic plans serves as context for the President and CEO performance review, the President and CEO's performance will also be considered distinctly from College performance.
- The evaluation process will identify key areas and potential strategies for improvement, and identify strengths and gaps in performance.
- The evaluation will serve to establish performance goals for the next review period.
- The process may include input from a broader set of stakeholders, including those external to the College (other agencies and partners with which the College have key relationships).
- The final evaluation report will become a part of the President and CEO's official personnel file.

PRACTICES

In selecting evaluation tools to annually evaluate President and CEO performance and effectiveness, the Board will observe the following practices:

1. The Board Chair and FHRCO will normally lead the President and CEO evaluation process. This includes the selection and/or development and implementation of the evaluation tools; the President and CEO or an external consultant may be asked to provide research and support in gathering evaluation tools and best practices.
2. The tools used may vary but they must be comprehensive in nature, reflecting the responsibilities of the President and CEO as stated in the benchmark position description (attach as an appendix).
3. Each member of the Board will be provided an opportunity to participate actively in the assessment process. The process will ensure that individual board member responses will be held in confidence; only aggregate results will be shared collectively with the Board and President and CEO.
4. The Board and President and CEO will consider the consolidated assessment results and will identify specific strengths and areas for growth. From the evaluations, the Board will also determine focus for future growth and key areas to be included in the President and CEO's Development Plan.
5. The evaluation process may vary and evolve over time, ranging from a questionnaire-based process to an interview-based process, from being led by designated Board members to being facilitated by an external consultant.
6. Timelines for the President and CEO evaluation will be outlined in the FHRCO's annual work plan.

DEFINITIONS

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Procedure and timelines will be documented in the FHRCO Work Plan as outlined in the Terms of Reference.