

BP 2-20: Evaluation of the College President

BOARD POLICY BP 2-20

APPROVED: June 27, 2022

EFFECTIVE: June 27, 2022

REVIEWED: March 28, 2022

NEXT REVIEW DATE: March 2025

REFERENCES:

RESPONSIBLE DEPARTMENT: Director of Human Resources and Board of Trustee's

The Board of Trustees shall evaluate the performance of the President of the College annually and conduct a periodic comprehensive evaluation at least every three to five years. The purpose of this policy is to formalize the procedures by which the Board will fulfill this responsibility.

The intent of the evaluations shall be to assess the President's performance in leading the institution; enhance the President's and institution's effectiveness; encourage communication between the Board and President with regard to expectations, goals, and accomplishments; and maintain accountability.

The President will be evaluated based on mutually agreed-upon goals focused on areas such as leadership, student success, faculty and staff development, fiscal management, stakeholder relations, fundraising, and improvement of the College's district and state standing and reputation. The Board will determine whether the President's performance has exceeded expectations, met expectations, or fallen below expectations. For performance found to be below expectations, the Board will dictate specific actions, timelines and documentation required from the President to address these areas.

Following an evaluation, the Board may, in its discretion, increase the President's compensation, award a bonus, and/or extend the President's appointment.

The evaluation process will conclude with a report to the College community from the Board Chair summarizing the Board's evaluation of the President and any action to be taken with regard to compensation or employment status.

Evaluation for First 12-18 Months of Presidency

The Board of Trustees shall evaluate the performance of the President at any time, however, extra effort and communication shall occur during the first 18 months of a new President's tenure. General review of the President's performance may be conducted by the Board Chair and/or his or her designee at six months, twelve months and 18 months to review the prospectus, job description, current challenges and concerns with the new President and communicate updated expectations.

Procedures for Annual Evaluations

The annual evaluation process will be led by the Board of Trustee Human Resource Committee and involve the participation of all Board members. The evaluation will be based on a mutually agreed-upon set of measurable annual goals and objectives presented by the President and accepted by the Board pursuant to the procedures and schedule outlined in this Policy. In addition to the achievement of previously set goals and objectives, the evaluation may include such other matters as the Board may determine based on current circumstances. Areas of concern will be clearly communicated with clearly defined reporting mechanisms and timelines to ensure concerns are understood and appropriately addressed in a timely manner.

The Board will use the following schedule as recommended target dates to conduct the annual performance evaluation:

- March: The President completes a self-evaluation summarizing the past year's activities in relation to the established goals and meets with the Board of Trustees Human Resource Committee to discuss the upcoming performance evaluation.
- April: The President outlines self-identified goals and objectives for the upcoming FY (beginning in July and ending in June) the following year. Communication in April aligns with budget preparation for the coming year.
- May: The Board meets with the President to discuss and review the self-evaluation, conduct a performance assessment, and set mutually agreed-upon goals and objectives for the following year.
- September: The annual evaluation is concluded with a report from the Board Chair at the Board's first regularly scheduled meeting of the academic year.

Procedures for Periodic Comprehensive Evaluations

The Board will conduct a periodic comprehensive evaluation of the President's performance at least every three to five years which assesses the President's fulfillment of long-term objectives and responsibilities and builds upon the foundation of annual evaluations.

The comprehensive evaluation process will be led by the Board of Trustees Human Resource Committee but will involve all trustees.

The evaluation will include the following:

- Planning Session
- Self-Evaluation
- Community Assessment
- Board Assessment

The community assessment shall entail confidential interviews regarding the President's leadership and effectiveness with a cross-section of the campus community and external stakeholders. The interviews should be led by a third party who can elicit objective responses and will report findings and recommendations to the Board without attribution. All written assessments of the President's performance should remain confidential to the extent permitted by law.

Following the community assessment, the Board will meet with the President to discuss the results, review the self-evaluation, and conduct the Board's assessment of the President's performance. Areas of concern will be clearly communicated with clearly defined reporting mechanisms and timelines to ensure concerns are understood and appropriately addressed in a timely manner. The comprehensive evaluation process will conclude with a report to the college community and stakeholders summarizing the results of the evaluation and the process followed.

SCOPE This policy applies to Dawson Community College.

PROCEDURES The College President shall promulgate such procedures as may be needed to implement this policy.

History: 12/18/2001; 06/27/2022