

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 2 – BOARD OF GOVERNORS SUBSECTION 26 – RELATIONSHIP WITH PRESIDENT

POLICY NUMBER: BP – 2620

PRESIDENT EVALUATION

1. POLICY REASON/PURPOSE/INTENT

To establish principles for the annual performance review of the President.

2. DEFINITIONS

N/A

3. POLICY

- 3.1 The Board of Governors shall conduct an annual, written performance review of the President.
- 3.2 The performance review will be based on the following principles:
 - 3.2.1 The President's position description, annual goals and objectives.
 - 3.2.2 A discussion of the President's strengths and potential areas for improvement.
 - 3.2.3 The performance review will occur after the Board reviews the strategic plan annual report and prior to the end of the calendar year.
 - 3.2.4 The review will be a composite review of individual Board members and furnished to the President in advance of the review discussion.
- 3.3 President's performance review process:
 - 3.3.1 Two months prior to the scheduled performance review, the Board will initiate the annual review process.
 - 3.3.2 The Board and President shall review and discuss the format and criteria.
 - 3.3.3 The performance review instrument will be distributed electronically to individual board members based on an agreed upon review timeline.
 - 3.3.4 A completed summary of the review instrument will be distributed to the President and each Board member.

- 3.3.5 The Board and President will meet to review and discuss the performance review in a closed session of a Board meeting.
- 3.3.6 The review will be signed by the Board chair and the President when final with one signed copy provided for the President and one signed copy retained in the President's personnel file in the Human Resources Office.
- 3.3.7 All materials pertaining to the performance review used by the Board will be retained in an 'Access by Board Only' file located in the Office of the President.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 09/13/2018

ORIGINAL ADOPTION DATE: 02/07/2013 (Item #11192)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 08/14/2014
(Item #11478); 09/13/2018 (Item #12358)

PRIOR POLICY/PROCEDURE NUMBER: 4046; BP-7312

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Board/President

SPONSORING DIVISION/DEPARTMENT: Board of Governors

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: president evaluation; performance review