



BOUCHER INSTITUTE
of Naturopathic Medicine

PRESIDENTIAL PERFORMANCE EVALUATION and COMPENSATION POLICY (DRAFT)

NUMBER: 16-1
DRAFTED: 20 JUNE 2016
EFFECTIVE:
BOARD APPROVED:
REVISION: -

The purpose of this policy is to outline the annual performance evaluation process for the president of the Boucher Institute of Naturopathic Medicine. The Presidential assessment is one of the board's most critical responsibilities because it helps ensure strong, ongoing leadership.

Presidential evaluations, especially annual evaluations based on the president's self-assessments, have become much more prevalent as part of accreditors' expectations for institutional accountability. Presidential assessment should be undertaken as part of an ongoing effort to support and improve the president's performance. The assessment helps the board contribute to the continued effectiveness of the president, strengthens the relationship between the executive and the board, and informs compensation decisions.

Presidential assessment forms part of a long-term cycle of governance review that includes periodic assessment of the board's own performance and comprehensive joint review of presidential and board performance. The president evaluation process should strengthen the board and the president's partnership; show accountability for the whole school community; enhance the legitimacy of the president's office and set the stage for improved performance by the president, grounded in a deep commitment to the institution and its mission and vision. (Rebekah B. Basinger, "*The Board's responsibility for evaluating the president*", 2005, www.intrust.org/timelyandthoughtful)

1 POLICY

It is the responsibility of the Chair of the Board of Governors and the Performance Evaluation and Compensation Committee (PECC) to conduct an annual performance evaluation of the President, to be completed no later than September each year, using the procedure approved by the Board forming part of this policy.

2 CONFIDENTIALITY

Information gathered during the evaluation process is considered confidential and will be treated as a closed record of the board. Personal information, record document management, and access will be handled in accordance with the BC *Personal Information Protection Act* (SBC 2003: Ch.63), the BC

Employment Standards Act (RSBC 1996 Ch. 113), and in accordance with relevant institutional policies.

3 PROCEDURES

1. Before conducting a presidential assessment, the PECC and board need to ensure that all members of the board have sufficient knowledge of the president's performance to comment meaningfully and that all board members have a copy of the president's job description.
2. The annual president evaluation process should start 12 months in advance with the hiring of the president according to the approved President's job description and set goals.
3. The board should decide how the board will monitor the president's progress toward meeting those goals and in advancing the school's strategic plan or annual plan.
4. Towards the close of 12 months or at least 2 months prior to the anniversary date of the incumbent, the president provides a written self-assessment to the board against the agreed upon set of criteria or goals as stipulated by the President's job description which is submitted to the Presidential Evaluation and Compensation committee (PECC). The president's written self-assessment should answer the following questions:
 - a) Highlights of what the president has done well
 - b) What are the president's major accomplishments?
 - c) How and what are things he can improve on?
5. Input from the full board should be sought regarding the following questions:
 - a) Highlights of what the president has done well
 - b) What are the president's major accomplishments?
 - c) How and what are things he can improve on?
6. After collecting the full board's input, a copy of the president's self-assessment is distributed to the members of the PECC.
7. The members of the PECC compare the full board's assessment and the president's self-assessment and add their own comments.
8. A summary of these comments is prepared to be presented to the president.
9. A face to face meeting with the president with the board chair or with the members of the PECC is conducted to provide and share with the president the summary of the board's evaluation. This meeting is the time for dialogue, and for the president to ask and answer questions, provide comments and respond to recommendations and to set goals for the following year and to set a date for next year's presidential performance review.
10. A summary of the conversation with the president is reported to the full board preferably in an in-camera meeting.
11. After 12 months and after the initial presidential assessment the next year's annual assessment will include a mix of:
 12. President's written self-assessment
 13. Web survey – conducted with those people who report to the president and the full board
14. The Presidential assessment should include a regular feedback to the president by the board throughout the year to address issues as they arise. Regular feedback should not replace the annual assessment.
15. All information about the presidential assessment is confidential and will be shared among members of the PECC. The Chair of the PECC will report to the full board as to the outcome of the presidential assessment and its recommendation.
16. The presidential assessment/review should be conducted at least 2 months prior to the anniversary date of the incumbent with the aim of setting goals for the subsequent year.

4 ACCESS

The president receives a personal copy of his/her final performance review.

The president's written performance review remains a closed document of the board and is kept entirely in confidence between the members of the PECC and the president, and is not handled by any staff of the institute.