

BOARD OF TRUSTEES OF THE UNIVERSITY OF OREGON

**RESOLUTION
ADOPTION OF A PRESIDENTIAL REVIEW & EVALUATION POLICY**

Whereas, evaluating the University of Oregon's President is one of the most important responsibilities of the Board of Trustees and is non-delegable;

Whereas, objectivity, candor, and a well-defined and timely process, are important for an effective evaluation;

Whereas, the President, the Board and the University as a whole will benefit from a routine annual review of the President's performance as well as a comprehensive review every five years of the President's tenure;

Whereas, establishing an annual review policy and guiding processes does not imply that informal, ongoing evaluations cannot, should not or will not occur between the Board and the President;

Whereas, ongoing open communication between the President and the Trustees is important to effective governance of the University; and

Whereas, pursuant to the Board's Policy on Committees, the Executive and Audit Committee voted to refer this matter to the full Board of Trustees, recommending its adoption;

Now, therefore, the Board of Trustees of the University of Oregon hereby adopts the Presidential Review Policy attached hereto as Exhibit A.

VOTE: Voice Vote Recorded – Ayes carried (no dissention)

DATE: September 11, 2014

Recorded by the University Secretary: 

Exhibit A

Presidential Review & Evaluation Policy

The Board of Trustees of the University of Oregon (the “Board”) will evaluate the university President on a regular basis to facilitate clear communication, reflect best practices and promote the effective execution of the University’s strategic plans. To accomplish this, the Board, its committees and its members shall adhere to the following Policy on Presidential Review and Evaluation:

1.0 Guiding Principles

- 1.1 Evaluating the President is a non-delegable responsibility of the Board of Trustees. While various viewpoints will be solicited and considered, the Board must take direct responsibility for the evaluation.
- 1.2 A review of the President should be based on the University’s values and the objectives set forth in its mission, goals and strategic plans.
- 1.3 Objectivity and candor, as well as a well-defined and timely process, are critical to an effective evaluation.
- 1.4 Nothing in the establishment of annual or comprehensive review policies and processes should imply that informal, ongoing evaluations cannot, should not or will not occur; ongoing, reciprocal communication between the President and the Trustees is important to effective governance of the University.

2.0 Timelines

- 2.1 Annual Review – The Board shall undertake a performance evaluation of the President on an annual basis (the “Annual Review”). The Annual Review shall take place between March 1 and June 30 each year.
- 2.2 Comprehensive Review – The Board shall undertake a comprehensive evaluation and review (the “Comprehensive Review”) at least every five years. The Comprehensive Review shall take place between May 1 and July 31 after every fifth completed year fiscal year, or fraction thereof, of the President’s tenure.

3.0 Committee

The Board shall establish a Presidential Factors Committee (“the Committee”) for purposes of managing and executing this Policy.

4.0 Components of the Annual Review

- 4.1 President’s Annual Self-Assessment – The President shall complete an annual self-evaluation, due to the Board at a date specified by the Chair. The self-evaluation shall include a retrospective component and a prospective component as described below.

- 4.1.1 The *retrospective* portion will customarily include, but is not limited to: institutional achievements and the President's role(s) therewith; assessment of the President's relationships with the Board, university leadership, and other key stakeholders; a review of goals previously established under Section 6.0 of this policy and progress made toward those goals; and identification of significant institutional or personal challenges faced throughout the preceding year, with particular focus on those likely to persist into the future.
- 4.1.2 The *prospective* portion will customarily include, but is not limited to: goals the President proposes for him/herself and the University over the course of (i) the next year and (ii) the next five years; professional development plans or objectives; an assessment of the University's primary opportunities, challenges, strengths and needs, especially as those items relate to the University's strategic plan; and areas in which the President seeks the Board's assistance.
- 4.2 Presidential Review Survey – The following persons will evaluate the President through completion of an annual Presidential Review Survey ("Survey"): Vice Presidents, Academic Deans, and Officers of the University. The committee may, at its discretion, ask other persons to complete the Survey. The Survey shall be developed annually by the Committee and shall be administered by the Secretary. The Survey shall be completed and results shared with the Board and the President according to a timeline specified by the Board in accordance with the requirements of Section 2.0.
- 4.3 Solicitation of Other Information and Material – The Board or the Committee shall solicit information on the President's performance from other members of the university community and, where appropriate, external constituencies. Nothing in this section is meant to imply an obligation by the Board or any committee of the Board to solicit or accept information or material from any particular individual, organization or position. All material collected or obtained shall be provided to the President.

5.0 Components of the Comprehensive Review

Prior to the commencement of each Comprehensive Review, the Committee shall establish the components and related processes not otherwise specified in this Policy by which the Comprehensive Review shall be administered. The Comprehensive Review shall supplement, and not replace, the Annual Review.

6.0 Reporting

- 6.1 Annual Review – Following the completion of each Annual Review, the Committee shall prepare a report summarizing its findings and any associated recommendations, goals or action items for President, the Committee and/or the Board. Such findings and recommendations may include consideration of presidential compensation. This report shall be presented to the Board at the first regular meeting of the Board following completion of the Annual Review.

6.2 Following the completion of each Comprehensive Review, the Committee shall prepare a report summarizing its findings and any associated recommendations, goals or action items for President, the Committee and/or the Board. This report shall be presented to the Board at the first regular meeting of the Board following completion of the Comprehensive Review.

7.0 Establishment of Goals and Expectations

Upon completion of the Annual Review, but not later than thirty (30) days following the Board's acceptance of the report required in section 5.1, the Committee, in consultation with the Board Chair and the President, will establish and memorialize in writing the President's performance goals and expectations for the upcoming year.

8.0 Confidentiality

Oregon law governs the confidentiality of the President's review(s) and related materials. Evaluative information shall be received and maintained in a manner that is consistent with the personnel records standards outlined in ORS 351.065 and associated University policies.