FY2016 Comprehensive Presidential Assessment
Methods and Timeline

BACKGROUND

Under ORS 352.096, the Board of Trustees is charged with the supervision of the President. In May 2015, the Board adopted a Presidential Assessment Policy that set out the process and criteria for evaluating the President. The policy provides for assessment annually and more comprehensive assessments at least once every five years.

When the policy was adopted, the Board also set out a schedule for completing an annual assessment in FY2015 and a comprehensive assessment in FY2016. This schedule gives the Board an opportunity to gain experience in both types of assessments soon after adoption of the policy and after approving a five-year employment agreement for the current President.

PROPOSED METHODS AND TIMELINE

A comparison of annual versus comprehensive assessments is provided in Attachment 1. Although the Board Officers oversee both annual and comprehensive assessments, the comprehensive assessment differs from the annual assessment in a few ways. The comprehensive assessment would include participation from a broader set of internal and external stakeholders and regular check-ins with the Executive & Audit Committee during the process. As proposed, an external consultant would be used to gather input for the comprehensive assessment. There are a number of benefits to using a consultant such as:

- Professional experience with assessment processes since this will be the first comprehensive assessment conducted by the Board;
- Skill at encouraging more open expression and candor during assessment interviews; and
- Expertise in crafting interview questions, conducting interviews, and summarizing input.

A proposed timeline for completing the comprehensive assessment is provided in Attachment 2. The services of an external consultant would be secured by the end of February. The external consultant would help refine the interview methods and questions, based on their professional experience.

NEXT STEPS

The Board Secretary will work with the Board Officers to secure the services of a consultant for conducting the FY2016 comprehensive presidential assessment.
## Annual vs Comprehensive Assessment Methods

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Annual</th>
<th>Comprehensive</th>
</tr>
</thead>
</table>
| **Who**    | • Trustees  
• Select few others, as appropriate (e.g., VPs, Alumni Association executive, OSU Foundation president & CEO, Faculty Senate President) | • Trustees  
• Cross-section of the University community and external stakeholders (e.g., annual assessment participants; key partners such as HECC and select legislators; subset of deans; student leaders) |
| **How**    | • For Trustees via email from Chair  
• For others via short interview with Vice Chair | • Consultant interviews of individuals and/or small groups of individuals |
| **When**   | Summer | Spring and Summer |
| **Overseen by** | Board Officers | Board Officers with regular updates to the Executive & Audit Committee |
| **Conducted by** | Board Officers  
Support by Board Secretary | Consultant under direction of Board Officers  
Support by Board Secretary |
Draft Comprehensive Assessment Timeline

- **January** ....... Board Officers meet to consider schedule and elements of the Comprehensive Assessment. Officers consider whether to utilize an external consultant.

- **January** ....... Executive & Audit Committee discusses Comprehensive Assessment methods and timeline.

- **February** ....... In consultation with Board Officers, Board Secretary secures services of consultant.

- **March** .......... The Board Officers and President meet with the consultant to discuss the assessment process, interview questions, and desired summary reports.

- **April** .......... Consultant gathers input from participants and prepares summaries.

- **May** ............ Board Officers review information gathered.

- **June** .......... Board Officers provide status update to Executive & Audit Committee.

- **August** ...... President submits Self-Assessment Report by August 15.

- **September** .. Board Officers meet with the President to review President’s report, input received, and goals for the next year. Board Officers’ complete assessment report by September 30.

- **October** ...... Board Officers report to the Executive & Audit Committee. Board considers the report.