

Draft Presidential Assessment Policy

BACKGROUND

Under ORS 352.096, the Board of Trustees is charged with the supervision of the President. Over the course of several meetings, the Executive & Audit Committee has considered how to best implement this responsibility. The Committee reviewed and discussed best practices and aspects they felt were important to an assessment policy.

Most recently, at the March 2015 Executive & Audit Committee, trustees reviewed a draft policy and discussed transitioning to the new policy for the current President. There were a number of comments regarding the draft policy such as:

- The need to include input from the Faculty Senate, Associated Students of Oregon State University, and others when the Board officers are conducting an assessment;
- Concern about whether the assessment can be completed by the September 30 deadline included in the policy; and
- An interest in keeping some flexibility for the Board to schedule comprehensive assessments.

PRESIDENTIAL ASSESSMENT POLICY

A draft resolution and Presidential Assessment Policy are provided in Attachment 1. A number of edits were made to the draft policy in response to the Committee's March discussion. These edits are shown in red text and strikethrough. In particular, the edits specify and broaden the input to the Board officers during an assessment (see edits in policy section V.B.) and provide additional flexibility in scheduling comprehensive assessments (see edits in policy section IV.B.).

There were also edits to clarify the process, timeline, and data for developing the Board Officers' Report (see edits in policy sections IV.A., V.C, V.A.). Under the draft policy, the assessment process is considered complete with the development of the "Board Officers' Report" by September 30 annually. The Board Officers' Report provides the results of the evaluation, any associated recommendations, and the proposed goals for the next year.

The timeline for completing the assessment each year must balance setting the President's annual goals in a timely fashion with providing sufficient time for up-to-date information to be gathered in support of the President's Self-Assessment Report. As illustrated in Attachment 2, the September 30 timeline provides time for data gathering but also keeps the process to a relatively compact schedule as recommended by the Association of Governing Boards of Universities and Colleges (AGB). The timing for gathering data for the President's Report is also more realistic compared to the Oregon University System in which presidents had to submit their reports in May each year.

NEXT STEPS

Staff propose that the Executive & Audit Committee recommend to the Board that it adopt the Resolution establishing a presidential assessment policy as provided in Attachment 1.

Attachment 1

RESOLUTION NO. ____



Oregon State University
Establishing Presidential Assessment Policy

BACKGROUND

Under ORS 352.096, the Oregon State University Board of Trustees is charged with the supervision of the President. Assessment of the President’s performance and leadership contributes to and supports the President’s and the University’s effectiveness.

RESOLUTION

Now, therefore, be it resolved by the Board of Trustees that the Presidential Assessment Policy, attached as Exhibit A, is established.

This Resolution is effective May 29, 2015.

APPROVED by the Board of Trustees May _____, 2015

_____/_____/2015
Secretary to the Board Date



Oregon State University Presidential Assessment Policy

I. POLICY

The Board of Trustees of Oregon State University (the “Board”) will review the performance of the President annually. In addition, the Board will conduct comprehensive performance assessments at intervals set forth in this policy.

II. PURPOSE

The purpose of the Presidential Assessment is to provide the President with regular support and feedback on performance by identifying areas of strength and opportunities for further professional development. The assessment process also provides the Board an opportunity to reflect on the health of the university and the leadership demonstrated by the President. Finally, a formal process meets the needs of the Board to ensure the public that it is meeting accountability expectations.

III. GUIDING PRINCIPLES

The Board will use the following principles to guide its implementation of this policy:

- A. Informing and guiding successful leadership is a core principle of the assessment.
- B. The assessment is founded on the Board’s commitment to shared governance.
- C. The assessment will be conducted in a manner that fosters a trusting relationship with the President and supports his/her development.
- D. The assessment is an integral element in a forward-looking and continuous conversation about the strategic position of the university and the work of the President.

IV. PROCESS

The assessment process has two distinct elements:

- A. An Annual Assessment based on the President’s Self-Assessment Report and on the **progress toward and** achievement of goals adopted by the Board and aligned with the university’s Strategic Plan. The Annual Assessment will be completed by September 30 each year **when the Board officers complete their report (see section V.C. “Board Officers’ Report”)**.

- B. Periodic Comprehensive Assessment based on the President's Self-Assessment Report, all previous annual reviews since the last comprehensive assessment, and progress toward achievement of the university's Strategic Plan. The Comprehensive Assessment will include input of individuals and groups from both within the university community and beyond the university. It may also include the assistance of an external evaluator.

The Comprehensive Assessment will be completed by September 30 **once every five years of the President's tenure, or at the discretion of the Board Officers.** In the year a Comprehensive Assessment is conducted, it will replace the Annual Assessment. ~~The Comprehensive Assessment will be completed by September 30 after every fifth completed fiscal year of the President's tenure.~~

V. ANNUAL ASSESSMENT

The Annual Assessment will include the following:

A. President's Self-Assessment Report

The President will complete a Self-Assessment Report that addresses the State of the University and the President's stewardship. The report will be due to the Board on the date specified by the Chair **and will be based on information available at the time of the assessment.**

The report will include the following:

1. Progress on meeting previously established goals including any relevant data;
2. An assessment of the university's advancement of goals outlined in the Strategic Plan;
3. An assessment of the overall academic quality of the university;
4. An assessment of the financial status of the university;
5. An assessment of the challenges and opportunities facing the university;
6. An assessment of the President's relationships with the Board, **Board officers,** university leadership, and other key stakeholders;
7. The identification of any professional development the President wishes to pursue; and
8. Goals the President proposes for him/herself over the course of the next year.

B. Review of the President's Report

~~Within one month of receiving the President's Report, the~~ Board officers will review and evaluate the **President's Self-Assessment Report** report. Board officers ~~may~~ will solicit input from ~~other~~ Trustees, **Associated Students of Oregon State University, Faculty Senate,** and others, **as appropriate,** as they conduct their evaluation. The Board officers will meet with the President to discuss the evaluation and to agree upon goals for the next year.

C. Board Officers' Report and Criteria for Assessment

The Board officers will **prepare a Board Officers' Report** ~~report to the Board on that~~ **provides** the results of the evaluation, any associated recommendations, and the proposed goals for the next year. Recommendations may include consideration of

presidential compensation. The criteria for the evaluation will be based principally on goals mutually set by the Board and President for the year in review. The **Board Officers' Report** report will be **completed by September 30 annually and** presented to the Board at the first regular meeting of the Board following completion of the **report Annual Assessment**.

D. Establishment of Goals and Criteria

The Board Officers' Report, upon acceptance by the Board, will establish and memorialize in writing the President's goals for the next year. To the extent possible, these goals should be measurable and relate to the Strategic Plan.

VI. COMPREHENSIVE ASSESSMENT

The Comprehensive Assessment will include the elements outlined in Section V (Annual Assessment) of this policy. Prior to commencing a Comprehensive Assessment, the Board officers will identify the methods by which input from individuals and groups will be gathered. They will also determine the role of, and appoint an external evaluator, if utilized. The Board officers will specify any additional elements to be included in the President's Self-Assessment Report. This work will be conducted in consultation with the Board prior to commencing the assessment.

VII. CONFIDENTIALITY

Oregon law governs the confidentiality of personnel records. Evaluative information will be received and maintained in a manner that is consistent with the personnel records standards outlined in ORS 351.065 and University policies.

Document History

- Adopted by the Board of Trustees _____

**Illustration of Process and Hypothetical Timeline
For Implementing the Presidential Assessment**

