

### 3.10.1. Evaluation of the President

Policy Tracking	Date
Approved	March 11, 2019
Revised	
Reviewed	

I. The Board of Trustees (Board) shall evaluate the performance of the President annually. The evaluation instrument and methodology shall be selected by the Board, but at a minimum, the evaluation shall include the following categories:

- A. General Administration
- B. Relationship
  - 1. Internal relationships with faculty, staff, students and trustees.
  - 2. External relationships with business and industry, the media, governmental bodies and the general public.
- C. Personal Attributes
- D. Personnel Administration
- E. Fiscal and Facilities Administration
- F. Academic Administration

II. Prior to June 30<sup>th</sup> each year, the Board shall submit, in writing, to the State Board a report of the President's evaluation with the following information:

- A. The time period for which the President was evaluated and the date the evaluation was completed;
- B. Description of the methodology used for the evaluation;
- C. Certification that the evaluation included a written assessment of the President's performance in each of the categories identified in Section A (1)-(6) herein;
- D. Certification that the full Board received a copy and discussed the evaluation results and the results were discussed with the President; and
- E. Certification that the full Board received a copy of and reviewed the President's contract if the President has a contract;
- F. A listing of Board members in attendance at the meeting when the president's evaluation was conducted; and
- G. Certification that appropriate action has been taken if the President's performance is less than satisfactory in any of the categories identified in the evaluation.

III. If the President has a contract, the Board shall note in the meeting minutes that they have reviewed the President's contract.