

Policy on Presidential Performance Review

Policy Title	Policy on Presidential Performance Review
Policy #	01.012.1
Policy Owner	University of Rhode Island Board of Trustees
Contact Information	Questions regarding this policy should be directed to the University General Counsel (401) 874-4488
Approved By	University of Rhode Island Board of Trustees
Effective Date	June 24, 2022
Next Review Date	No later than June 30, 2027
Who Needs to Know About this Policy	The President of the University of Rhode Island and all members of the University of Rhode Island Board of Trustees
Definitions	None
Statutes, Regulations, and Policies Governing or Necessitating This Policy	RIGL § 16-32-2 RIGL § 16-32-2.1 University of Rhode Island Board of Trustees Bylaws University Manual § 10.90.10-17
Reason for Policy / Purpose	To provide guidelines for the assessment of the University President by the University of Rhode Island Board of Trustees.
Forms Related to this Policy	None

Policy Statement

It shall be the policy of the University of Rhode Island Board of Trustees (also, “Board of Trustees” or “Board”) to review the performance of the President annually. In addition, the Board of Trustees shall customarily conduct a comprehensive presidential performance review prior to the President’s contract renewal.

The purpose of the annual review is to enable the President to strengthen their own performance, to allow the President and the Board of Trustees to reset mutually agreeable goals, and to inform annual decisions on compensation adjustments or other terms of presidential employment.

The purpose of the comprehensive review is to examine the effectiveness of the relationship between the President and the Board of Trustees in the discharge of their respective and collective governance responsibilities; to obtain feedback from key constituents on the progress of the President in achieving institutional priorities; to reaffirm the partnership between the President and the Board of Trustees; and, as requested by the Board of Trustees and the President, to consider consultant recommendations for improving both presidential and Board performance.

The review processes are not intended as a substitute for regular, ongoing communication about progress toward goals between the President and the Board of Trustees.

The Board of Trustees shall periodically review and, as necessary or desirable, revise this policy in light of experience gained, best practices, and legal developments as applicable.

ANNUAL REVIEW

Criteria and Scope

The annual review will cover the preceding year. The annual review process generally will be initiated in the spring and completed by June 30 for review and discussion at the September Board of Trustees Executive Committee meeting.

The criteria for evaluation and information responsive to those criteria will be based principally on the President's self-assessment with respect to goals mutually set by the Board Chair and the President, in consultation with the Board of Trustees, for the year in review. The review will encompass input from Trustees, solicited in the manner described below, and such additional information as the Board of Trustees Annual Review Subcommittee may request of the President to assist in its assessment of progress toward the mutually established goals.

President's Self-Assessment

The *retrospective* elements of the President's self-assessment will customarily include:

- A copy of the mutually agreed upon goals, with a description of efforts to meet them and the President's progress assessment;
- A description of other personal or institutional achievements of which the Annual Review Subcommittee should, or might, be informed by the President as aspects of performance or accomplishment;
- Identification of significant institutional or personal challenges the President faced over the course of the review year that affected progress toward goals, with particular focus on those that are likely to persist into the upcoming year or beyond;
- Presidential self-assessment of relationships with the Board of Trustees, key governance and constituency group leaders, or other significant stakeholders; and
- Key areas in which the Board of Trustees has or has not been especially supportive.

The *prospective* elements of the President's self-assessment will customarily include:

- Individual as well as institutional goals proposed by the President for 1) the upcoming year, and 2) the next three (3) years;
- The President's professional development plans and any associated requests of the Board of Trustees;
- The President's assessment of the University's principal current opportunities and challenges; and
- Key areas in which the President would especially benefit from Board support.

The Annual Review Process

The Annual Review shall be conducted by the Board of Trustees Compensation Subcommittee, which consists of the members of the Board of Trustees Executive Committee, in accordance with Article V in the University of Rhode Island Board of Trustee bylaws.

The review process, including consultation undertaken by the Compensation Subcommittee (or its members) with the President and Trustees, as well as Subcommittee deliberations, shall be confidential. Following consideration by the Compensation Subcommittee of the President's self-assessment and input solicited from other Trustees, the Compensation Subcommittee will first discuss the review in an executive session from which the President will be excused. The President will then be invited to discuss the review and goals with the Executive Committee.

Subsequent to the Executive Committee meeting, the Board Chair will, in an executive session from which the President will be excused, convey to the full Board of Trustees the results of the review and provide adequate opportunity for Board discussion and deliberations regarding the findings. The President will then be invited to the full Board of Trustees meeting for a discussion of the review and goals. A significant portion of the latter meeting shall include articulation of performance goals for the upcoming year.

Setting goals

Subsequent to the completion of the annual review process described above, the Board Chair will, in consultation with the President, establish and memorialize in writing performance goals for the upcoming year. In addition, the Board Chair will convey to the President any recommendations, concerns, or priorities arising out of the review process and the Board of Trustees' discussion of review outcomes. The Board of Trustees shall promptly approve or ratify the goals established by the Board Chair and President for the upcoming year.

Setting of Compensation and Other Terms of Employment

In conjunction with its review process, the Compensation Subcommittee will make a recommendation to the Board Chair regarding any component of an annual salary adjustment based on merit. Compensation and other terms of employment will otherwise be set pursuant to guidelines adopted by the Board of Trustees, if the annual compensation review process occurs subsequent to completion of the annual performance review.

COMPREHENSIVE REVIEW

At approximately nine (9) months prior to the end of the President's contract, the Board Chair will, on behalf of the Board of Trustees, initiate a comprehensive review process.

Criteria and Scope

The comprehensive review, initiated at the direction of the Board Chair, will cover the first contract period of a presidency or the interval since the last comprehensive review. The criteria for evaluation and information responsive to those criteria will be based on the President's self-assessment of progress toward goals mutually set by the Board of Trustees and the President—including those articulated in the institutional strategic plan; all previous reviews, including annual reviews; and qualitative interview data elicited from Trustees, leaders of governance groups, senior administrators, and significant constituencies and stakeholders with direct and substantial knowledge and experience with the President and the University—regarding progress toward established institutional goals and the effectiveness of relationships necessary to sound institutional governance and interactions with external stakeholders and partners.

The Comprehensive Review Committee

The Board Chair will appoint an *ad hoc* Comprehensive Review Committee from the membership of the Board of Trustees to be comprised of no fewer than five (5) members. The Board Chair will serve as chair of the Comprehensive Review Committee. In addition, the Board Chair may, following consultation with the Board of Trustees, retain a qualified consultant to assist the Board in the review process, including creation of interview questions, conduct of interviews, and development of recommendations for enhancement of the performance effectiveness of the President and the President-Board relationship.

The Comprehensive Review Process

In addition to the process outlined above for the comprehensive review, the following will apply:

- Prior to commencement of the comprehensive review process, the Board Chair will summarize for all Trustees in writing the steps associated with the process;
- The University community will next be informed of commencement of the review through a communication from the Board Chair and President. The purpose, scope, and procedures associated with the review will be described in the communication;
- The substance of the review process, including deliberations, shall be confidential;
- The review process and notification period will customarily be completed no later than within approximately six (6) months before the expiration of the President's contract. The results of the review, including recommendations, will be discussed and synthesized by the Comprehensive Review Committee, with the assistance of any consultant retained. The Board Chair will next review the results with the full Board of Trustees in executive session, from which the President will be excused. Following provision of an adequate opportunity to deliberate regarding the review results, the process will advance to its next step. The Board Chair, accompanied or not at their discretion by the Comprehensive Review Committee, will promptly meet with the President to share the results of the review. At that time, the Board Chair will also convey to the President any recommendations or specific requests and expectations associated with the review, which will be memorialized as an amendment to the President's annual performance goals. The notification period will take place no later than six (6) months prior to the expiration of the President's contract;
- At the conclusion of the foregoing steps, the Board Chair will issue a final communication to the University community announcing completion of the review process.

Exceptions

None

Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

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01.012.1	June 24, 2022	n/a	n/a