

Procedures

REVIEW OF THE PRESIDENT AND VICE-CHANCELLOR PROCEDURES

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Parent Policy: *GV 7 Review of the President and Vice-Chancellor Policy*

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1.0 PURPOSE

- 1.1 The purpose of these Procedures is to formalize the steps involved in the reviews of the President's work and outcomes that occur during each term of office.

2.0 PROCEDURES

2.1 Year 1 and Year 3 Reviews

- 2.1.1 The Year 1 and Year 3 reviews are contracted to an external consultant/coach with assistance of the Senior Governance Officer.
- 2.1.2 The reviews should ensure alignment with UNBC's Performance Framework for its senior leadership, and the terms of the President's contract and annual performance objectives established by the Board.
- 2.1.3 The Chair of the Board, with input from the Board Committee responsible for Human Resources, and the President, agree upon a list of individuals for the consultant to interview. The list is comprised of a maximum of 25 individuals and includes the following:
 - i. Board members;
 - ii. senior university administrators;
 - iii. Senators;
 - iv. First Nations and Indigenous Partners;
 - v. presidents of all employee groups;
 - vi. senior government contacts;
 - vii. regional business and industry partners; and
 - viii. other key stakeholders.
- 2.1.4 The Board of Governors guarantee and grant individuals participating in the interviews strict confidentiality.
- 2.1.5 The consultant provides the President and Board Chair the full consultant's report.
- 2.1.6 The consultant meets with the President to discuss the feedback and to provide coaching support for the President as appropriate.
- 2.1.7 A summary of the 360 Review is provided to the Board Chair and to the Board Committee responsible for Human Resources and is discussed by that Committee.

- i. The President does not attend these Committee discussions.
- ii. The Board Chair provides feedback from the Committee's discussion to the President.

2.1.8 The Board Chair provides information from the review process and the discussion of the Committee responsible for Human Resources to the full Board. The President does not attend this discussion.

2.1.9 The President may provide the Board with a written response to the review, through the Board Chair.

2.1.10 Following the President's response, if any, the Board conducts a salary review.

2.1.11 The Board Chair, in consultation with the Board Committee responsible for Human Resources, may exercise discretion in authorizing reasonable modifications to these procedures and timelines, as needed, and updates the full Board at the next Board meeting of any such modifications.

2.2 Year 2 Review

The Year 2 limited evaluation by the Board's Human Resources Committee may be conducted internally or by using an external consultant with assistance of the Senior Governance Officer.

2.3 Final Evaluation Reports

2.3.1 The Board Chair secures all final evaluation reports and communication and places the records in the President's file in the Office of University Governance.

2.3.2 The Board Chair must include instructions that only the current and future Board Chairs and the President may access the file.