

## **Presidential Review and Evaluation (PRE)**

The purpose of the Presidential Review and Evaluation is to provide the President with regular support and feedback on performance by identifying areas of strength and opportunities for further professional development. The PRE serves to increase communication between the Board and the President and to clarify the Board's expectations of the President. The PRE also provides the Board an opportunity for reflection on the health of the institution and the leadership demonstrated by the President. Finally, a formal PRE meets the Board's responsibility for the selection and supervision of the President, as set forth in the University of Memphis' Board of Trustees' Bylaws, and ensures the public that he/she is meeting accountability expectations.

### **Annual Evaluation**

The Board of Trustees will evaluate the University President on an annual basis. The evaluation period will be July 1 through June 30.

In June of each year, the President shall provide the Board Chair with a written self-assessment of his or her performance that shall include the following:

1. Progress on meeting any established goals with accompanying data and metrics.
2. Assessment of the strategic directions as described in the university's strategic plan.
3. Assessment of the overall academic quality of the University, including institutional achievements and accomplishments.
4. Assessment of the financial status of the University.
5. Identification of significant institutional challenges faced over the course of the review year that affected progress toward goals and the President's assessment of continuing or future challenges facing the University.
6. Goals proposed by the President for the following year.

At his or her discretion, the Board Chair may interview the senior administrative staff concerning the President's performance, as well as any faculty, staff, student or alumni leaders. The President and the Board Chair will meet to discuss the President's self-assessment, goals for the following evaluation year, along with any other information determined by the Board Chair. The Board Chair will prepare an evaluation of the President as well as a recommendation regarding compensation or other terms of employment that will be shared with the Governance and Finance Committee. In a previously scheduled or a called meeting, the Governance and Finance Committee shall approve or modify the Chair's assessment of the President's performance, the goals for the next evaluation cycle, and take appropriate action on any recommendations regarding compensation or other terms of employment. The Committee's action will then be submitted to the full Board of Trustees for approval or modification. The President shall be present at the meeting of the Governance and Finance Committee and the Board of Trustees to answer questions about his or her performance and the goals presented.

### **Comprehensive Evaluation**

Option 1: The Governance and Finance Committee may, at its discretion, perform a more comprehensive performance evaluation of the President, including a 360 degree review. The comprehensive evaluation generally should occur during the second year of the Presidency and every three years thereafter, although the Board reserves the right to alter this schedule at its

discretion. When a comprehensive evaluation is performed it is to be incorporated into the annual review process described above, with such adjustments to the schedule as may be necessary.

Option 2: Commencing in 2018 and every third year thereafter, or at such other interval as the Board deems appropriate, the Board shall engage an outside consultant to design and conduct a peer review assessment of the performance of the University, its President and its Board. Such peer review assessment shall be designed to compare the University with other comparable universities that represent the highest performing universities of comparable size and mission. The peer review process shall, among other things, solicit feedback from trustees, faculty, staff, students and the community. The peer review shall be conducted in a manner so that the confidentiality of individuals providing feedback is maintained as much as possible in accordance with the law. The peer review shall supplement, and not replace, the annual performance evaluation of the President.

Option 3: The comprehensive evaluation will be conducted periodically, with the specific timing to be determined by the Board Chair in consultation with the full Board. The comprehensive evaluation process will be overseen by a small group of Board members appointed by the Board Chair and external advisor(s) or consultant(s), if desired by the Board.

The Comprehensive Evaluation builds on the process of Annual Evaluation and in a year in which the Board conducts a comprehensive evaluation, it will replace the Annual Evaluation.

The comprehensive evaluation may involve contracting with an independent consultant who reviews prior annual evaluations key documents, and data about the University and its strategic directions and achievements. It may also include a 360 degree review and/or interviews of key stakeholders. The specific details for a comprehensive evaluation should be determined by the Board committee and the consultant assigned to conduct the comprehensive evaluation.

*Effective Date/Revisions: June 6, 2017*