

COLORADO STATE UNIVERSITY SYSTEM

Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 120: CSUS Board Appointee Evaluation Policy and Procedures

Policy:

The evaluation of the CSU Board of Governors' system reports (appointees: including the Chancellor, CSUS General Counsel and Auditor) is the sole responsibility of the Board of Governors. The evaluation process shall be conducted annually and for the evaluation period of July 1 to June 30 of each year.

Procedures:

- A. Annual Goals - The Board, in consultation with each appointee, shall establish annual goals for the appointee. The goals will include items from the System's strategic plan and other items deemed appropriate. The goals for the following academic year shall be set and approved by the Board at or after its August meeting.
- B. Self-Evaluation - Each appointee shall prepare a self-evaluation and submit it to the Board's Evaluation Committee no later than July 1, of each year. The self-evaluation shall include, at minimum, the following items:
 1. The Appointee's role and accomplishments in:
 - a. His/her annual goals set for the prior year
 - b. Advancing the System Strategic Plan
 - c. Fulfilling the responsibilities outlined in his/her job description
 - d. Collaborative/cooperative efforts with components of the CSUS
 - e. Representing the System to its various publics
 - f. Achievement of ethnic, economic & cultural diversity
 - g. Service to the community, region, state and nation
 - h. Fulfilling the duties and responsibilities as described in their respective job descriptions or the Board policies.
 2. The self-evaluation should also include an assessment of any key hires, an assessment of the appointee's relationship and effectiveness with relevant stakeholder groups, an assessment of the appointees' relationship and effectiveness with other key System members including the other Board appointees; students & faculty; and the CSUS Board of Governors.

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3. The self-evaluation shall also include an analysis of special challenges, opportunities, and identified needs for professional development.

- C. Ongoing Performance Feedback - The Evaluation Committee Chair, the Board Chair, or members designated by the Evaluation Committee may in their discretion provide performance feedback to any appointee throughout the academic year.
- D. Solicited Input - The Evaluation Committee will determine the extent of input from appropriate campus and/or external individuals/groups necessary to evaluate each appointee. In all cases the Chair of the Board will be consulted as to his/her interaction with the System Appointee. The input may be provided through a variety of formats such as personal interviews, written input, 360 degree processes, utilization of outside consultants, or other means to inform the evaluation process. The extent and specific format for input may vary for each appointee. In all cases, the Chancellor will be consulted for input on each appointee.
- E. Meeting with the Evaluation Committee - Appointees will meet individually with the Evaluation Committee in a closed personnel session to discuss the evaluation; to receive input from the appointee; ; to hear the Governors' perspectives; and to discuss the appointee's goals for the upcoming year. This meeting will typically occur at the Board's August meeting. Following the August meeting, a final evaluation letter summarizing the results of the evaluation signed by the Chair of the Board shall be delivered to the appointee.
- F. Board Action - The Chair of the Evaluation Committee or their designee shall present a report of any required formal action relating to each appointee in open session at its August Board meeting.

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The evaluation process will be reviewed and modified as necessary each January by the Evaluation Committee. Appointees will be informed of any modifications.

History:

Approved by the Board of Governors August 10, 2010;

Amended by the Evaluation Committee October 4, 2011;

Approved by the Board of Governors December 7, 2011.

Approved by the Board of Governors.