

# COLORADO STATE UNIVERSITY SYSTEM

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## Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 119: CSUS Board Presidential Evaluation Policy and Procedures

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### **Policy:**

The evaluation of CSUS Institutional Presidents is the responsibility of the Chancellor in consultation with the Board of Governors. An evaluation process shall be conducted annually concerning the evaluation period of July 1 to June 30 of each year. The individual evaluations/recommendations shall be presented to the Board for official action if any, in August. In addition, on the third anniversary of any employment contract, and prior to any renewal of any employment contract, the Chancellor and Board shall conduct a 360° review of the President(s). Finally, the Board may instruct the Chancellor to conduct a special review of a President at any time if circumstances warrant it in the judgment of the Board.

### **Procedures:**

#### **I. Annual Review.**

- A. Annual Goals – The Chancellor, in consultation with each President, shall establish annual goals for each President. The goals shall include items from the System’s strategic plan, the individual institution’s strategic plan and other items deemed appropriate by the Chancellor and Board. These goals require approval by the Board of Governors.
- B. Self-Evaluation - Each President shall prepare a self-evaluation and submit to the Chancellor no later than July 1 of each year. The self-evaluation shall include, at minimum, the President’s role and accomplishments in connection with their annual goals set for the prior year.

The self-evaluation should address the following subjects:

- 1. Advancing the System Strategic Plan and his/her Institution Plan.
- 2. Fulfilling the responsibilities outlined in their job description.
- 3. Improvement of Academic Quality within the institution.
- 4. Financial health of the institution.
- 5. Collaborative/cooperative efforts with components of the CSUS.

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6. Representing the Institution to its various public constituencies.
  7. Achievement of ethnic, economic & cultural diversity.
  8. Service to the community, region, state and nation.
  9. Condition and plans for the physical plant.
  10. Compliance and risk management efforts.
  11. An assessment of any key hires, an assessment of the President's relationship and effectiveness with relevant stakeholder groups, an assessment of the President's relationship and effectiveness with the Chancellor and other key System members including the other Presidents, students & faculty, and the CSUS Board of Governors.
  12. An analysis of special challenges, opportunities, and identified needs for professional development.
  13. Proposed goals for the upcoming year.
- C. Meeting with the Evaluation Committee – The Chancellor will present the evaluations, proposed goals and recommendations for each President at the Board's Evaluation Committee in closed executive session. Except for 360° or special evaluations, this meeting will typically occur at the Board's August meeting.
- D. Board Action – The Board will take any formal action required on the evaluation in open session. For annual reviews, this will generally take place at the August Board meeting.
- E. Evaluation Letter- The Board Chair shall provide an evaluation letter to each President summarizing the results of the evaluation.

## II. The 360° Review.

- A. Solicited Input – The Chancellor will determine the extent of input required, taking into consideration input from campus colleges and departments and external input from individuals/groups as determined by the Chancellor. The input may be provided through a variety of formats such as personal interviews, written input, 360 degree processes, surveys, utilization of outside consultants, or other means to inform the evaluation process.
- B. In-Person conference – The Chancellor shall meet in person with each President to discuss the input, the evaluation recommendation, and obtain the

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President's perspectives. This meeting will typically take place prior to the Board's August meeting.

- C. Faculty & Student Input – In consultation with the Chancellor as to the format, Faculty and Students from each institution shall have opportunity to present their respective group's review of their President directly to the Board.
- D. Meeting with the Evaluation Committee – The Chancellor will present evaluations, proposed goals and recommendations for each President at the Board's Evaluation Committee in closed executive session. The Evaluation Committee will meet with the President in closed Executive Session to solicit input and provide feedback regarding its review and evaluation of the President. Except for special evaluations, this meeting will typically occur at the Board's August meeting.
- E. Board Action – The Board will take any required formal action on the evaluation in open session at its August Board meeting.
- F. Written notification – Following the Board's formal action, each President shall be informed of the evaluation outcome by letter from the Chair of the Board.

The evaluation process will be reviewed and modified as necessary by the Chancellor in consultation with the Chair of the Evaluation Committee. The Presidents will be informed of any modifications.

History: Effective by Board Resolution August 10, 2010

Amended by Board Resolution December 7, 2011

Last amended by Board Resolution December 5, 2014