

MICHIGAN STATE
U N I V E R S I T Y

December 18, 2020

MEMORANDUM

To: Board of Trustees
From: Committee on Academic Affairs
Subject: Presidential Performance Evaluation Policy

RECOMMENDATION

The Trustee Committee on Academic Affairs recommends that the Board of Trustees adopt the Presidential Performance Evaluation Policy included as Attachment A hereto.

RESOLUTION

BE IT RESOLVED, that the Board of Trustees of Michigan State University hereby adopts the Presidential Performance Evaluation Policy included as Attachment A hereto.

BACKGROUND

The Board of Trustees is charged with conducting periodic evaluations of the president's performance based upon mutually agreed upon goals. Following an evaluation, the Board may, in its discretion, adjust the president's compensation, award a bonus, and/or extend the president's appointment based on the extent to which performance goals are determined to have been satisfied.

The proposed Presidential Performance Evaluation Policy included as Attachment A establishes standard procedures for conducting annual and comprehensive evaluations of the president, in accordance with best practices as recommended by the Association of Governing Boards of Universities and Colleges.

cc: Board of Trustees, S. Stanley, T. Woodruff, N. Beauchamp, M. Woo, N. Barr, B. Quinn, M. Zeig



Board of Trustees

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PRESIDENTIAL PERFORMANCE EVALUATION POLICY**02-17-02**

The Board of Trustees shall evaluate the performance of the president of the university annually and conduct a periodic comprehensive evaluation every three to five years. The purpose of this policy is to formalize the procedures by which the Board will fulfill this responsibility.

The intent of the evaluations shall be to assess the president's performance in leading the institution; enhance the president's and institution's effectiveness; encourage communication between the Board and president with regard to expectations, goals, and accomplishments; and maintain accountability.

The president will be evaluated based on mutually agreed-upon goals focused on areas such as leadership, student success, faculty and staff development, fiscal management, stakeholder relations, fundraising, and improvement of the University's national standing and reputation. The Board will determine whether the president's performance has exceeded expectations, met expectations, or fallen below expectations.

Following an evaluation, the Board may, in its discretion, increase the president's compensation, award a bonus, and/or extend the president's appointment.

The evaluation process will conclude with a report to the university community from the Board Chair summarizing the Board's evaluation of the president and any action to be taken with regard to compensation or employment status.

Procedures for Annual Evaluations

The annual evaluation process will be led by the Trustee Committee on Budget and Finance and involve the participation of all Board members.

The evaluation will be based on a mutually agreed-upon set of measurable annual goals and objectives presented by the president and accepted by the Board pursuant to the procedures and schedule outlined in this Policy. In addition to the achievement of previously set goals and objectives, the evaluation may include such other matters as the Board may determine based on current circumstances.

The annual evaluation period will begin with the president's presentation of goals and objectives at the Board's annual retreat, customarily in June of each year, and will conclude at the June retreat the following year. Should the Board determine to change the month of its annual retreat, the evaluation period and schedule may be adjusted accordingly.

The Board will use the following schedule as recommended target dates to conduct the annual performance evaluation:

- May: The president completes a self-evaluation summarizing the past year's activities in relation to the established goals and meets with the Trustee Committee on Budget and Finance to discuss the upcoming performance evaluation.

- June: The Board meets with the president to discuss and review the self-evaluation, conduct a performance assessment, and set mutually agreed-upon goals and objectives for the following year.
- September: The annual evaluation is concluded with a report from the Board Chair at the Board's first regularly scheduled meeting of the academic year.

Procedures for Periodic Comprehensive Evaluations

The Board will conduct a periodic comprehensive evaluation of the president's performance every three to five years which assesses the president's fulfillment of long-term objectives and responsibilities and builds upon the foundation of annual evaluations.

The comprehensive evaluation process will be led by the Trustee Committee on Budget and Finance and will include the following:

- Planning Session
- Self-Evaluation
- Community Assessment
- Board Assessment

The community assessment shall entail confidential interviews regarding the president's leadership and effectiveness with a cross-section of the campus community and external stakeholders. The interviews should be led by a third party who can elicit objective responses and will report findings and recommendations to the Board without attribution. All written assessments of the president's performance should remain confidential to the extent permitted by law.

Following the community assessment, the Board will meet with the president to discuss the results, review the self-evaluation, and conduct the Board's assessment of the president's performance.

The comprehensive evaluation process will conclude with a report to the university community and stakeholders summarizing the results of the evaluation and the process followed.

Enacted: December 18, 2020