



MICHIGAN STATE UNIVERSITY  
**BOARD OF TRUSTEES**  
Executive Action Summary

Academic Affairs-Attachment 2

**APPROVED**  
**APRIL 11, 2025**  
**BOARD OF TRUSTEES**  
**MICHIGAN STATE UNIVERSITY**

**Committee Name:** Academic Affairs

**Date:** April 11, 2025

**Agenda Item:** Revisions to BOT 202, *Board of Trustees – Presidential Performance Evaluation Policy*.

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Information

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Review

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Action

**Resolution:**

BE IT RESOLVED that the Board of Trustees hereby approves revisions to BOT 202, *Board of Trustees – Presidential Performance Evaluation Policy*, as indicated in Attachment A.

**Recommendation:**

The Trustee Committee on Budget and Finance recommends that the Board of Trustees approve revisions to BOT 202, *Board of Trustees Presidential Performance Evaluation Policy*, as indicated in Attachment A.

**Prior Action by BOT:**

BOT 202, *Presidential Performance Evaluation Policy* was enacted in December 2020.

**Responsible Officer:**

Stefan Fletcher, Secretary and Chief of Staff to the Board of Trustees

**Summary:**

In light of evolving board operations and calendar adjustments, the Board of Trustees recommends a technical change to one element of the Policy's recommended evaluation timeline. Specifically, the revision removes the reference to "September" as the target month for the board chair's report-out following the annual presidential evaluation. This adjustment acknowledges the transition of the board's September meeting from a formal session to a stakeholder forum format and allows for flexibility in timing to accommodate other potential scheduling shifts in the future.

**Changes Include:**

- Update Language: Remove "September"

**Background Information:**

BOT Policy 202 was enacted in December 2020 with the purpose of establishing a formalized and transparent process for the Board of Trustees to evaluate the performance of the University president. The Policy outlines procedures for both annual and periodic comprehensive evaluations, focusing on leadership effectiveness, achievement of institutional goals, and alignment with MSU's mission and strategic priorities. Since the Policy's adoption, MSU has experienced multiple presidential transitions, necessitating continued reflection on the implementation and relevance of the evaluation framework. Despite the changes in leadership, the board has remained committed to accountability, institutional stability, and continuous improvement through performance assessments that foster clear communication, strategic alignment, and mutual goal setting between the board and the president.

**Source of Funds:**

Not applicable.

**Resource Impact:**

Not applicable.



## Board of Trustees Policy

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**POLICY NUMBER: BOT 202**

**POLICY NAME: Presidential Performance Evaluation Policy**

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<b>Effective Date:</b>	December 18, 2020
<b>Last Review Date:</b>	April 11, 2025
<b>Next Scheduled Review Date:</b>	April 2030

### I. POLICY STATEMENT

The Board of Trustees will evaluate the president of Michigan State University annually and conduct a comprehensive review every three to five years to ensure strong, accountable leadership and continuous institutional improvement. These evaluations are designed to assess the president's performance against mutually agreed-upon goals, promote transparent communication, and align presidential leadership with the University's mission, strategic priorities, and long-term success.

### II. RESPONSIBLE OFFICE

Office of the Board of Trustees, in coordination with the Trustee Committee on Budget and Finance.

### III. SCOPE

This policy applies to the president of Michigan State University and governs the Board of Trustees' process for conducting annual and comprehensive performance evaluations.

#### **IV. DEFINITIONS**

None.

#### **IV. POLICY**

The Board of Trustees shall evaluate the performance of the president of the University annually and conduct a periodic comprehensive evaluation every three (3) to five (5) 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.

#### **V. PROCEDURES**

##### **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 (3) to five (5) 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.

## **VII. RELATED POLICIES AND INFORMATION**

None.

## **VIII. HISTORY**

Enacted: December 18, 2020

Amended: April 11, 2025

*Retired Policy No. 02-17-02*