

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: **President's Performance Evaluation Policy**

EFFECTIVE DATE: February 16, 2021

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to the Board of Governors and to the President of Canadore College.

2. PURPOSE AND PRINCIPLES

2.1 The Board of Governors is solely responsible for assessing the performance of the President. The purpose of this policy is to outline the assessment process of the President's performance relative to the goals and objectives approved by the Board.

2.2 The Board clearly defines its expectations of the President in the employment contract, corporate policies, and strategic and operational plans.

3. POLICY

3.1 The performance evaluation process consists of:

- a) Defining the criteria upon which the performance will be evaluated;
- b) Determining specific goals/objectives to be achieved including specifying the measures for goal achievement;
- c) The Board receiving progress reports from the President on a regular basis throughout the performance year;
- d) A formal annual evaluation of the President's performance relative to the criteria established at the outset; and
- e) Feedback to the President on the evaluation findings.

3.2 The President will provide the Board with an annual business plan. Regular reports between the President and the Board will provide informal, ongoing assessment of organizational results.

- 3.3 The Chair will lead the Executive Committee in conducting an annual performance evaluation, provide a report of the findings to the Board in private session, and discuss the written performance report with the President.

4. ROLES AND RESPONSIBILITIES

4.1 Board of Governors

The Board of Governors is responsible for the approval of this policy and subsequent amendments.

4.2 President

The President is responsible for the overall management and operation of the College. The President will ensure the policy is implemented and that compliance is monitored.

5. EVALUATION

This policy will be reviewed every three years.