

PRESIDENTIAL REVIEW COMMITTEE
TERMS OF REFERENCE

1. **Purpose**

The Board of Governors recognizes the importance and necessity of conducting a formal review during the term of the President. This is of particular importance when the President has indicated that he or she wishes to be considered for re-appointment.

2. **Scope**

2.1 These “Terms of Reference” apply to all Presidential appointments that are subject to re-appointment.

2.2 Appointments of an interim nature are generally excluded from a formal Presidential review.

3. **Responsibility**

3.1 The implementation of these “Terms of Reference” shall be the responsibility of the Board of Governors.

4. **Procedures**

4.1 The President shall inform the Chair of the Board of Governors if he or she wishes to be considered for re-appointment, no later than eighteen months before the expiry of his or her term.

4.2 **Presidential Review Committee** (the Committee)

4.2.1 In the event that the President wishes to be considered for re-appointment, the Board of Governors shall appoint a Presidential Review Committee (the Committee) consisting of:

- The Chair of the Board
- 3 lay Members of the Board of Governors (one of whom is an Alumni representative)
- 2 Faculty members of the Board of Governors
- 1 Student member of the Board of Governors

4.2.2 The Chair of the Committee shall be the Chair of the Board of Governors or his/her designate as approved by the Board of Governors. The Chair shall vote on matters before the Committee.

4.2.3 The Vice-President, Administration and Finance shall serve as non-voting secretary and resource to the Committee.

4.3 **Operating Procedures**

- 4.3.1 A quorum shall consist of a simple majority.
- 4.3.2 Any matter put to a vote will require agreement by a majority of the members present.
- 4.3.3 Unless otherwise specified in these “Terms of Reference”, the Committee will determine its own procedures.
- 4.3.4 The deliberations of the Committee will be held in confidence.
- 4.3.5 The Committee shall not entertain submissions which are anonymous.
- 4.3.6 The Committee will complete its task and submit its recommendation within four months of being established.

4.4 Responsibilities of the Committee

- 4.4.1 Establish the criteria to be evaluated. This should include any change in focus or emphasis with respect to the President’s mandate for the next period of appointment.
- 4.4.2 Solicit and receive opinion from within the University community, government, selected representatives of the public and other institutions and associations. Normally, such opinion will be provided in writing.
- 4.4.3 Ask the President to comment on the adequacy of the list of contacts whose opinion will be sought.
- 4.4.4 Ask the President to provide a self-assessment of his or her own performance in relation to the list of areas to be evaluated.
- 4.4.5 Upon completion of the evaluation, meet in confidence with the President to review the general findings of the Committee and the nature of the recommendation to the Board.
- 4.4.6 Prepare a written report to the Board of Governors which will include a general summary of the Committee’s activities and its recommendation with respect to re-appointment.

4.5 Evaluation Criteria Guidelines

- 4.5.1 The Committee will base its evaluation upon such areas as:

- the criteria employed during the Presidential search
- criteria identified by the Board of Governors
- items identified during annual reviews with the Chair of the Board
- the President's self-assessment
- any other criteria determined by the Committee

4.5.2 Suitable general assessment criteria may include, but are not limited to:

- commitment and contribution to the goals of the University
- contribution to the general state of the University (enrolment, research activity, programs, enhancement of facilities, progress in fund-raising, alumni support, student success, etc.)
- effectiveness as a link with other institutions, with the community, with government and with the public
- leadership ability
- management ability
- communication skills
- decision making ability

5. **Review**

These “Terms of Reference” shall be reviewed by the Board Executive within the normal period for the review of Board policies.

Approved by Board of Governors – December 22, 2014