



ANNUAL REVIEW OF THE PRESIDENT PROCEDURE

Procedure Type:	Board	Initially Approved:	February 26, 2009
Procedure Sponsor:	Chair, Board of Governors	Last Revised:	December 13, 2022
Administrative Responsibility:	University Secretariat Office	Review Scheduled:	December 2027
Approver:	Board of Governors		

A. OVERVIEW

The purpose of the annual review is to enable the President to strengthen their own performance, to allow the President and the Board to set mutually agreeable priorities, and to inform annual decisions on compensation adjustments and other terms of the President's employment.

B. ROLES AND RESPONSIBILITIES

1. BOARD CHAIR

The Board Chair shall work closely with the President and the Gov&HR Committee, assuming the lead for the annual review process.

2. GOV&HR Committee

The Gov&HR Committee shall work closely with the Board Chair, support and facilitate the ongoing management of the President's annual and compensation review.

C. PROCEDURES

1. ANNUAL REVIEW

- 1.1 The President will undergo an annual review by the Chair and Vice Chair of the Board that is conducted in a fair and timely manner as determined by the Gov&HR Committee.
- 1.2 At the end of each academic year, the President, in consultation with the Board Chair, will prepare priorities and goals for the upcoming academic year, taking into consideration, among other factors, the University's Strategic Plan. (President Priorities and Goals)
- 1.3 The President will provide a mid-year progress report to the Board Chair and Vice Chair of the Board that includes updates on the President Priorities and Goals.
- 1.4 In May of each year, the President will provide a self-evaluation to the Board Chair which will be shared with the Gov&HR Committee based on outcomes in each of the President's Priorities and Goals.

- 1.5 The Board Chair, working closely with the Gov&HR Committee, will solicit feedback from members of the Board and the President's direct reports with respect to the President's performance in the past year and potential objectives for the upcoming year.
- 1.6 During the year-end annual review, the Board Chair and Gov&HR Committee will also take into consideration any identified unforeseen developments that may have occurred during the academic year, and the impact these may have had on the accomplishment of the President Priorities and Goals.
- 1.7 In May/June, the Board Chair will meet with the President to discuss the annual review and the President Priorities and Goals for the upcoming year. The new priorities and goals are, in turn, presented to the Gov&HR Committee for their review in September.
- 1.8 The Board Chair prepares and presents a report on the performance review to the Gov&HR Committee, which includes, based on performance, recommendations for annual compensation.
- 1.9 The Board Chair meets with the President to share the performance report and the annual compensation.
- 1.10 The Board Chair will provide a written summary and report to the Gov&HR Committee and the President on the outcome of the annual review.
- 1.11 The Gov&HR Committee will report to the Board at the Board's first meeting, in-camera, in the Fall on the outcome of the annual review.

D. DEFINITIONS

Board:	Board of Governors
Gov&HR Committee:	Governance and Human Resources Committee
Policy:	Presidential Search and Review Policy
University:	Alberta University of the Arts

E. RELATED POLICIES

- Search, Selection, and Appointment of a President Procedure
- Presidential Reappointment Procedure

F. RELATED LEGISLATION

- Alberta Post-Secondary Learning Act
- Reform of Agencies, Boards and Commissions Compensation Regulation

G. RELATED DOCUMENTS

- President and CEO Employment Agreement
- Presidential Reappointment Committee Terms of Reference
- Presidential Search Committee Terms of Reference

H. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)