

## **Tennessee State University Board Executive Committee Procedures Governing the President's Annual Performance Review**

### **I. Purposes**

- A. General Purpose. The procedures and process described herein are implemented to establish the method by which the Board shall evaluate the President's performance on an annual basis. The procedures/process set forth below allow the Board the opportunity to provide input into the President's annual evaluation while affording the President the same level of confidentiality enjoyed by all other Tennessee State University employees.
- B. Specific Purposes. The specific purposes of the annual performance review are:
1. To enable the President and the Tennessee State University Board of Trustees ("Board") to set mutually agreeable goals in connection with the President's performance of her/his responsibilities/duties,
  2. To assess the President's progress and achievement on the established goals,
  3. To assist the Board in determining whether the President's performance is effective,
  4. To enable the President to enhance his or her performance and leadership,
  5. To promote good communications and strong working relationships between the President, the Board, and Tennessee State University constituencies, and
  6. To assist the Board with decisions on compensation and other terms of employment for the President.

### **II. Responsibility**

- A. Pursuant to TSU Policy 004 (Selection, Evaluation, and Retention of the President), the Board is responsible for assessing the President's annual performance.
- B. Pursuant to TSU Policy 004, the Board has delegated to the Executive Committee the responsibility for organizing and conducting an annual performance review of the President.

### **III. Process for the President's Annual Performance Review**

- A. The President shall prepare a confidential written self-assessment statement in a format and according to a timetable mutually agreed upon by the President and the Executive Committee. The confidential statement shall include the following:
1. Progress toward meeting goals and expectations previously agreed upon<sup>1</sup> by the President and the Board,
  2. Assessment of Tennessee State University's strategic directions pertaining to its mission and vision statements,

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<sup>1</sup> This requirement is not applicable to the President's evaluation in fiscal year 2018 or in the first year of any subsequent President's tenure. In those cases, the President shall identify reasonable goals in writing and submit them to the Executive Committee and Board for approval.

3. Assessment of contributions to the overall academic quality of Tennessee State University, including its achievements and accomplishments,
  4. Assessment of Tennessee State University's financial status,
  5. Identification of significant institutional challenges faced over the prior year, and a prospective statement of challenges and opportunities facing Tennessee State University in the upcoming year, and
  6. Goals proposed by the President for the coming year.
- B.** After receipt of the President's confidential self-assessment statement, the Executive Committee will confidentially share the President's self-assessment with the Board and solicit confidential feedback from the Board members on the President's statement.
- C.** The Executive Committee, in its sole discretion or at the request of the Board, may solicit confidential feedback from faculty, administrators, or staff, as needed.
- D.** The Chair of the Board or a member of the Executive Committee designated by the Chair (either of whom hereinafter referred to as "the Executive Committee Representative") will summarize the comments from the Board and others invited by the Executive Committee to provide feedback, and share the summary with the Executive Committee for its review.
- E.** Based on the summary of the materials received, the Executive Committee Representative will meet with the President concerning the President's self-assessment statement, feedback received, and the President's goals and expectations for the coming year.
- F.** Based on the President's self-assessment statement, feedback received, and the meeting with the President, the Executive Committee Representative will prepare a confidential draft written assessment of the President's performance, and share this assessment with the President and the Board, who may offer confidential written comments concerning this assessment. The Executive Committee Representative will incorporate these comments as appropriate.
- G.** The Executive Committee Representative will provide a copy of the final confidential written assessment to the Board and the President.
- H.** The Executive Committee, in its sole discretion, may vary the requirements of the annual performance review process.

#### **IV. Periodic Comprehensive Review of the President's Performance**

- A.** The President shall also be subject to a comprehensive performance review every five years.
- B.** When a comprehensive review is performed, it is to be incorporated into the annual review process, with such adjustments to the schedule as may be necessary.

- C.** At the discretion of the Executive Committee or by request of the Board, the comprehensive review may be performed with the assistance of one or more outside, independent consultants to be chosen by the Executive Committee.
- D.** The specific details for a comprehensive review will be determined by the Executive Committee in consultation with the consultant, if one is utilized, and the President.
- E.** The comprehensive review shall include input from the University administration, faculty, staff, and students, and may include input from others, including alumni leadership and community members.

Adopted: March 15, 2018.