



BOARD OF GOVERNORS

PRESIDENTIAL EVALUATION COMMITTEE

Terms of Reference

- NAME:** This Committee shall be called the Presidential Evaluation Committee.
- STATUS:** The Presidential Evaluation Committee is an ad hoc committee of the Board of Governors.
- MANDATE:** To evaluate the performance of the President with a view to recommending to the Board of Governors regarding a renewal of current contract. The committee will endeavor to conduct its review within a two month period. The committee will present its recommendation to the Board of Governors at least fifteen months prior to the expiry date of the President's current term of office.
- MEMBERSHIP:** The membership of this committee shall consist of:
- Ex Officio (Voting)**
- Chair of the Board, who shall act as Chair of the Committee.
 - Chair, Human Resources and Governance Committee;
 - Past Chair of the Board
 - Vice Chair of the Board
- Appointed Members (Voting)**
- One representative from the Congregation of the Sisters of Charity;
 - One representative from the Board of Governors;
 - One representative from Senate;
 - One representative of the Faculty Association;
 - One representative from the student body;
 - One representative from the Managers and Administrative Professionals;
 - One representative from the MSV Alumnae Association.
- MEETINGS:** The Committee shall meet as required.
- QUORUM:** A majority of the voting membership shall constitute a quorum.

Presidential Evaluation Committee - Terms of Reference (Continued)

FUNCTIONS:

The specific functions of the Committee shall be as follows:

- To evaluate the President's performance, using the criteria established by the Presidential Search Committee in its search for that individual, as well as the annual goals and objectives established by the President that were reviewed with the Board. In its evaluation, the Committee will give due regard to the annual assessments of the President's performance. In addition to reviewing the past performance of the President, the Committee is also required to consider the changing context of the President's mandate and whether these are the areas of activity that will require changes in emphasis during the renewed term.
- To meet with the President at the outset of its work to discuss the review process and to provide an opportunity for the President to submit a statement of self-evaluation.
- To solicit the views of a variety of persons, on a confidential basis, who deal with the President in the course of her duties. The Committee will consider representatives from the university community as well as the external community. Representatives from the university community may include members of the Board of Governors and Senate, Presidents of all employee groups, President of the Student Union, President of the MSV Alumnae Association, Vice-Presidents, Associate Vice-Presidents, Deans and Directors, Members of Senate and Members of the Presidential Search Committee which recommended the appointment of the President. Representatives of the external community may include community leaders, business leaders, major donors and friends of MSVU, Presidents of Universities and government officials.
- To formulate a recommendation to the Board with respect to the performance and reappointment of the President.
- To ensure that its activities do not undermine the ability of the President to function effectively as an institutional leader during the period of the review.
- To have the Chair of the Board meet immediately and in confidence with the President to review the general findings of the Committee and the nature of the recommendation to the Board of Governors when the committee has formulated its recommendation but before presenting it to the Board of Governors.
- To submit a written report to the Board of Governors with its recommendation that the Board either re-appoint the President or establish a search process for a successor.

REPORTING:

The Committee shall report to the Board of Governors.. The records of the committee will be confidential.

Approved by the Board of Governors: February 7, 2008

Approved by the Board of Governors: September 26, 2013