

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 5.01

New Policy Title:

Old Policy Title: BOR Policy on the Five-Year Review of USM Presidents

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: USM Presidents

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

VII-5.01 - Board of Regents Policy on the Five-Year Review of USM Presidents

(Approved by the Board of Regents, April 16, 2004; Amended June 19, 2015;
Amended , 2015)

I. ~~Definition and~~ PURPOSE OF REVIEWS

A. Initial Five-Year Reviews

The normal expectation is that presidents will serve for periods of at least five (5) to six (6) years following their initial appointments. It is appropriate, therefore, to conduct an in-depth review of presidents and the impact of their leadership after a period of roughly five (5) years of service. This will enable the Board of Regents and the Chancellor to assess presidential performances over a more extended period of time than is possible with the ongoing annual performance reviews. The five-year review is expected to highlight major accomplishments, offer constructive suggestions as to areas where improvement in performance could occur, and provide guidance about the continuation of a president's service.

A.B. It is also important to occasionally conduct in-depth reviews of presidents who serve extended periods of time in order to insure that their leadership continues to move their institutions forward with vitality and vigor. At the request of the Chancellor and/or the Board of Regents, a President shall be scheduled for an in-depth review at no less than 5-year intervals following the initial 5-year review. When possible and practical, these reviews should be coordinated with the cycle of Middle States Commission on Higher Education (MSCHE) and/or other accrediting body reviews.

II. AREAS FOR REVIEW/ASSESSMENT

Presidential performance will be assessed in a number of areas including:

A. Institutional leadership

1.- establishing a vision and mission for the institution

2.- developing a strategic plan and direction

3.- aligning the vision, mission, and planning with resource allocation;

USM Bylaws, Policies and Procedures of the Board of Regents

- B2. Progress toward academic excellence as measured by student and faculty quality and accomplishments;
- C3. Soundness of fiscal management;
- D4. Success in non-state resource development, including external grants and contracts, and private gifts;
- E5. For those institutions campuses with a major research mission, success of the research enterprise and its impact on economic development;
- F6. Strength of external relations efforts (including public relations, marketing efforts, and government and private sector relations);
- G7. Ability to develop strategic partnerships with other System institutions, higher education institutions outside the System, federal laboratories, state and local agencies, and the private sector;
- H8. Commitment to serving the public good through well articulated state and community outreach and engagement efforts;
- I9. Quality of student services (if appropriate);
- J10. Commitment to shared governance;
- K11. Ability to contribute as a constructive and collaborative member of the USM leadership; and
- L12. Attention to the development of a high quality administrative and managerial infrastructure and an attractive, well maintained physical plant.

III. REVIEW COMMITTEE Process

- A. The Chancellor shall appoint a review committee and charge it with evaluating the President's overall performance in the areas mentioned above.
 1. The committee will consist of no more than five (5) members, who will be knowledgeable and experienced leaders, such as presidents of institutions with missions similar to that of the president under review.
 2. The President may suggest suitable members for the committee and will be asked to review the proposed committee; however, the final selection will be made by the Chancellor.

USM Bylaws, Policies and Procedures of the Board of Regents

B. Review Schedule

The deliberations and recommendations of the committee are strictly confidential and will proceed according to the following schedule:

1. A president under review completes a self-assessment, which includes the major accomplishments and the challenges faced during the period under review.
2. The self-assessment is shared with the committee members several weeks in advance of their site visit.
3. Before making a site visit, the committee members review the self-assessment and other key institutional documents, such as Middle States review documents, recent accreditation reports, strategic plans, as well as representative information shared with alumni, donors, and other external groups.
4. At the beginning of the site visit, the committee meets with the Chancellor to receive its formal charge and then with the Vice Chancellors. The Committee visits the campus and meets with the institution's vice presidents, and the officers of constituent groups such as faculty, staff and student governance bodies, alumni, and affiliated foundation boards (this will differ from institution to institution). These meetings are expected to be strictly confidential and will take place in a conference room setting. The campus visit should be completed in a concentrated time frame of no more than three days.
5. The committee has an exit interview with the Chancellor.
6. The Committee prepares and submits its formal report within two weeks of the exit interview.
7. The Chancellor shares the report with the President, who is invited to respond in writing.
8. The Chancellor makes the review committee report and the President's response available to the Committee on Organization & Compensation, discusses the report with the Committee and then with the entire Board of Regents. The report remains confidential and becomes part of the president's personnel file.

USM Bylaws, Policies and Procedures of the Board of Regents

9. The Chancellor meets with the President to discuss the review committee's reports, the Board's reaction to it, and the steps that need to be taken in response to the report.