

SUMMARY OF ITEM FOR ACTION,
INFORMATION OR DISCUSSION

TOPIC: Annual Executive Goals and Compensation Calendar

COMMITTEE: Organization and Compensation

DATE OF MEETING: November 9, 2017

SUMMARY: The Report on Executive Compensation and Governance recommends developing an annual calendar for the administration of performance assessment and compensation to help guide decision-making and responsibilities.

A draft annual calendar is included for review and feedback.

ALTERNATIVE(S): The Committee could choose not to discuss the topic.

FISCAL IMPACT: Components included in the annual calendar may carry fiscal impacts.

CHANCELLOR'S RECOMMENDATION: The Chancellor recommends that the Committee discuss the annual calendar and provide feedback.

COMMITTEE ACTION: DATE: November 9, 2017

BOARD ACTION: DATE:

SUBMITTED BY: Janice Doyle, jdoyle@usmd.edu, 301-445-1906

Annual Calendar - Performance Assessment and Compensation Administration		
Objectives	Responsible Staff	Comments
September		
Review Org and Comp Committee charge/charter	Chancellor's Office	
Review of goal setting template	Chancellor's Office	
October/November		
Discussion of compensation components for next fiscal year	Chancellor's Office	
January		
Mid-year reviews for Chancellor and Presidents	Chancellor's Office	
March		
Aging of compensation data - comparison with peers	Chancellor's Office/A&F	
April/May		
End-of-year performance reviews for Chancellor and Presidents	Chancellor's Office	
June		
Setting compensation for Chancellor and Presidents	Chancellor's Office	
July/August		
Finalize Chancellor/President goals for upcoming year	Chancellor's Office	