

PRESIDENTIAL EVALUATION POLICY	BOT Approved: November 20, 1984; Procedure addition approved by Board January 21, 2020.
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PURPOSE: To ensure that the President is evaluated by the Board of Trustees on an annual basis.

POLICY STATEMENT: It is the policy of the Board of Trustees of Garrett College to evaluate the President each year. This evaluation process should be a positive process with the purpose of maintaining open communications between the Board and the President. The primary purpose of the evaluation will be to effect improvements in the administrative leadership.

PROCEDURES: The evaluation process will be based on a set of goals agreed upon by the Board of Trustees and the president, as well as a board survey to be completed on an annual basis. While the Board of Trustees may request more frequent updates, at a minimum the president will provide the board with a mid-year update focusing on progress in reaching the goals and an end-of-year report on goal achievement and any challenges encountered in completing the goals.

Action	Date
New fiscal year starts with agreed-upon president's goals in place.	July 1
President submits to the board midyear update on goals progress, including any potential modifications (additions, revisions deletions).	January 3
Board provides president with appropriate feedback on goals progress, including any suggestions on areas of emphasis for the second half of the fiscal year.	3 rd Tuesday in January Board Executive Session
President submits to the Board of Trustees: 1. Year-end report on goals progress. 2. Draft set of goals for the upcoming fiscal year.	May 1
Board of Trustees completes the online president evaluation survey	May 11 (approximate)
Board of Trustees: 1. Discusses as a board the evaluation survey and president's year-end report, and agree on key points for discussion with the president. 2. Discusses the board's evaluation with the president informally at the end of closed session. 3. Schedules a follow-up meeting between the board officers and the president to formally review the evaluation.	3 rd Tuesday in May Board Executive Session
President meets with board officers to formally review the evaluation and discuss president's draft goals for upcoming fiscal year (working from a draft provided by the president).	June 1 (approximate)
President revises, as necessary, and submits draft goals for the upcoming fiscal year and submits to the full board for review.	June 8 th (approximate)
Board provides input regarding revisions to the president's goals for the upcoming fiscal year, and changed are agreed upon as needed.	3 rd Tuesday in June Board Executive Session
New fiscal year starts with agreed-upon president's goals in place.	July 1