

Presidential Performance and Compensation Review Policy

Second Amended February 2009

This policy supplements Florida Board of Governors regulation 4.002 and provides an annual assessment of the president's performance and compensation by the UCF Board of Trustees. It details the purposes and process by which the president's performance and compensation shall be reviewed on an annual basis. It further requires that a comprehensive review of the president's performance and compensation shall normally occur at three-year intervals.

Annual Review

Purpose

The purpose of the review is to enable the president to strengthen his or her performance, to enable the president and board to reset mutually agreeable goals, and to inform annual decisions on compensation adjustments and other terms of employment.

Responsibility

It shall be the board's responsibility to assess the president's performance and compensation annually. The board delegates to the Compensation and Labor Committee, as its members shall mutually decide and within the parameters of this policy, the responsibility for organizing and conducting the process with the president.

Process

The president shall provide a written management review statement in a format and timetable mutually agreed upon with the Compensation and Labor Committee. Normally, unless revised by the committee in consultation with the president in the intervening period, the statement format will remain the same year to year. This statement, along with any supplemental information the committee may have requested of the president, and any supplemental information the committee has developed, shall be sent to all board members and the president before the board meeting at which the president's review process, goals, and compensation will be discussed with the president present. A staff member shall be assigned to work directly with the committee.

Outcomes

After the board's deliberation and action, minutes shall be published that document the review of the president's performance and compensation.

Note: Portions of this policy were selected from the following publication:

R. T. Ingram and W. A. Weary, *Presidential & Board Assessment in Higher Education Purposes, Policies & Strategies Appendix B Illustrative Board Policy and Procedures: Annual Presidential Performance Reviews* (Washington, D.C.: Association of Governing Boards of Universities and College Publications, 2000), 57-58.

Comprehensive Review

Purposes

The purpose of the review is to strengthen the leadership of the president and Board of Trustees by assessing the quality of their relationship and the president's performance through an independently conducted process. The process seeks to gather, on a wide range of management and governance matters, the informed perceptions of leaders of major stakeholder groups, as well as those of the president and trustees.

Responsibility

It shall be the board's responsibility to comprehensively assess the quality of the relationship of the president and Board of Trustees; and the president's performance and compensation, normally at three-year intervals. The board delegates to the Compensation and Labor Committee, as its members shall mutually decide and within the parameters of this policy, the responsibility for organizing and conducting the review process with the president, using independent consultants. No consultants shall be connected directly or indirectly with the institution by present or past affiliation. The chair of the Board of Trustees and the president shall be consulted regarding the selection of the independent consultants. Procedural details shall be decided upon by the Compensation and Labor Committee, with the consultants' advice and counsel, and within the parameters of this policy.

Process

All activities in this process shall be completed within four months after the selection of the consultants. The activities shall include personal interviews with appropriate individuals, internal and external to the institution, as agreed upon by the committee and consultants. They also shall agree on the general nature of the questions to ask. A staff member shall be assigned to work directly with the consultants and the committee.

The customary annual presidential management review shall be modified to be consistent with the advice of the consultants and committee. Prepared in advance of the review process, the statement shall provide a comprehensive picture of the institution's academic, financial, and other indicators of progress during the president's tenure. It should highlight particular achievements, as well as persistent institutional issues.

The committee also shall decide how best to communicate with the UCF community and the Orlando metropolitan area before, during, and after this process. The committee is delegated the authority to set (1) the consultants' compensation and an appropriate schedule of payments and reimbursements, (2) the report's general written and/or oral format (for later submission to the committee, president, and board), and (3) the arrangement by which the consultants will be available to discuss their report with the president and full board.

Outcomes

The consultants will provide a comprehensive written report detailing the institution's progress and major achievements during the president's tenure. This shall include substantive recommendations for the president and the board designed to strengthen UCF's management and governance.

Note: Portions of this policy were selected from the following publication:

R. T. Ingram and W. A. Weary, *Presidential & Board Assessment in Higher Education Purposes, Policies & Strategies Appendix B Illustrative Board Policy and Procedures: Annual Presidential Performance Reviews* (Washington, D.C.: Association of Governing Boards of Universities and College Publications, 2000), 57-58.