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## University of Tennessee Board of Trustees Exhibit Records, 2004 March 3, Exhibit 1

University of Tennessee

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## draft

University of Tennessee Media Relations (865-974-2225) http://pr.tennessee.edu/news/

FOR IMMEDIATE USE Feb. 27, 2004

UT Board Sets Winter Meeting In Martin

The winter meeting of the University of Tennessee is scheduled for Thursday, March 4, at UT-Martin.

Prior to the full board meeting at 1 p.m. CST in the Boling University Center Ballroom, several board committees and the Presidential Search Advisory Council will meet.

The committee and advisory council meetings, scheduled for Wednesday, March 3, in the Boling University Center, are:

- -Joint meeting search due diligence and recruitment subcommittees, 10:30 a.m.
  - -Search advisory council, 11 a.m.
  - -Finance and Administration Committee, 1 p.m.
  - -Academic Programs and Planning Committee, 2:30 p.m.
  - -Audit Committee, 3:30 p.m.
  - -Executive Committee, 4:30 p.m.

Items on the agenda include the revised university budget for FY 2004, various real property transactions, a new Ph.D. program in Industrial Engineering at Knoxville, a new Center of Excellence at Martin, and a policy for presidential performance reviews.

## EXECUTIVE COMMITTEE BOARD OF TRUSTEES THE UNIVERSITY OF TENNESSEE

4:30 p.m. C.S.T. Wednesday March 3, 2004

UT Martin Martin, Tennessee

## **AGENDA**

l.	Call to	o Order				
II.	Roll C	Call				
III.	New Business					
	A.	Proposed Policy on Presidential Performance Reviews				
IV.	Other Business					
V	Adjournment					

# ROLL CALL THE UNIVERSITY OF TENNESSEE EXECUTIVE COMMITTEE BOARD OF TRUSTEES

	Present Absent			Not			
	<u>A.M.</u>	<u>P.M.</u>	A.M.	P.M.	Aye	Nay	Voting
Mrs. Amonette		V					
Mr. Ennis		V					
Mr. Haslam		V					
Dr. Johnson		V					
Mr. Jackson		V					
Mr. McWhorter		V				<del></del>	
Mr. Thornton		V				_	
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## BOARD OF TRUSTEES THE UNIVERSITY OF TENNESSEE

## POLICY ON PRESIDENTIAL PERFORMANCE REVIEWS

## **PURPOSES**

The purposes of the annual performance review are: (1) to enable the President to strengthen his or her performance; (2) to promote good communications and strong working relationships between the President, the Board, and University constituencies; (3) to enable the President and Board to set mutually agreeable goals; and (4) to inform board decisions on compensation and other terms of employment for the President.

Periodic comprehensive performance reviews have the following additional purposes: (1) to solicit the informed perceptions of members of the University's major stakeholder groups on broader aspects of institutional health, management, and governance; (2) to engage and inform a wide range of University constituencies; and (3) to enable the President and the Board to determine whether they have the basis for an extended commitment to each other.

## RESPONSIBILITY

The Board of Trustees is responsible for assessing the President's performance and, in doing so, to solicit the views of other leaders within and outside the University.

The Board delegates to the Vice Chair of the board the responsibility for organizing and conducting an annual performance review of the President. This delegation of authority to the Vice Chair is subject to the provisions of this policy and to the Board's ultimate authority to approve or modify the Vice Chair's evaluation of the President's performance.

Every fifth year, or earlier as the Board in its sole discretion may determine, the Board, or its delegate, shall conduct a comprehensive review of the President's performance with the assistance of at least one external advisor.

#### PROCESS FOR THE ANNUAL PERFORMANCE REVIEW

The President shall prepare a written self-assessment statement in a format and according to a timetable mutually agreed-upon by the President and the

Vice Chair. In addition to a retrospective review of goals previously agreed upon by the President and the Board and of other achievements, disappointments, or problems of the preceding year, the self-assessment statement shall include a prospective statement of challenges and opportunities facing the University and the President's proposed goals for the coming year.

After receipt of the President's self-assessment statement, the Vice Chair shall solicit views of the President's performance from members of the senior administrative staff and from faculty, student, staff, and alumni leadership. The Vice Chair then shall meet with the President to discuss the self-assessment statement and the President's proposed goals for the coming year. The Vice Chair shall prepare a written assessment of the President's performance and a recommendation of the President's goals for the coming year.

The President's self-assessment statement, any additional information the Vice Chair may have requested of the President, the Vice Chair's assessment of the President's performance and recommendation of goals for the coming year shall be submitted to the Board, at a regular or called meeting, for review and approval or modification. The President shall be present at the meeting to answer questions about his or her performance and the proposed goals. The President shall be excused from the meeting prior to the Board's discussion and vote on the President's performance and goals.

The Board-approved assessment of the President's performance shall be submitted to the Executive and Compensation Committee for consideration in connection with the President's compensation and other terms of employment.

## PROCESS FOR THE COMPREHENSIVE PERFORMANCE REVIEW

Every fifth year of the President's employment, or earlier as the Board in its sole discretion may determine, the Board shall direct the Vice Chair or a special committee of the Board to conduct a comprehensive review of the President's performance with the assistance of one or more external advisors. If feasible, at least one external advisor should be a former chief executive with experience as head of an enterprise similar in scope and mission outside the State of Tennessee.

Early in the year of the comprehensive performance review, the Vice Chair or a special committee, in consultation with the President, shall develop a written plan and timetable for the comprehensive review and present it to the Board for approval. The plan shall include at least the elements outlined below.

The President shall prepare a comprehensive self-assessment statement covering the period of service under review. This comprehensive statement should present a clear picture of the University's academic and financial progress and condition, using appropriate qualitative and quantitative benchmarks, and should highlight the President's view of his or her major achievements and concerns.

\*

The external advisor(s) shall conduct personal interviews with the President, members of the Board, and with a broad array of individuals or groups internal and external to the University.

The external advisor(s) shall prepare a written report in draft form detailing the University's progress and the President's performance. The report shall include specific recommendations for strengthening the President's performance and his or her relationships with the Board, University constituent groups, and other major stakeholder groups. The draft report shall be presented to the President for review and comment.

The final report of the external advisor(s) shall be presented to the Vice Chair or the special committee. The Vice Chair or the special committee shall meet with the President and the external advisor(s) to review the report and the President's self-assessment statement and to develop a set of short-term and long-term goals for recommendation to the Board.

The Vice Chair or the special committee shall prepare and submit to the Board a written comprehensive assessment of the President's performance and a statement of the recommended short-term and long-term goals. The Board shall also receive copies of the report of the external advisor(s), the President's self-assessment statement, and any other information the Vice Chair or special committee may have requested of the President.

At a regular or called meeting, the Board shall review and approve or modify the comprehensive performance assessment and statement of goals recommended by the Vice Chair or special committee. The President shall be present at the meeting to answer questions about his or her performance and the proposed goals. The President shall be excused from the meeting prior to the Board's discussion and vote on the President's performance and goals.

The Board-approved assessment of the President's performance shall be submitted to the Executive and Compensation Committee for consideration in connection with the President's compensation and other terms of employment.