

**SUBJECT: UNBC BOARD OF GOVERNORS COMMITTEE TO REVIEW THE PRESIDENT PRIOR TO RE-APPOINTMENT – TERMS OF REFERENCE****1. Authority**

- 1.1 The Board of Governors is responsible, under the University Act, for the appointment of the President.
- 1.2 The presidential review reflects the accountability of the President to the Board.
- 1.3 The Chair of the Board will ascertain the President's view concerning a renewal of contract. Only if the President expresses an interest in re-appointment will these procedures be implemented.

**2. Mandate**

- 2.1 This Committee is an advisory committee of the Board, established as required by the Board, and mandated to review the performance of the President and to make a recommendation to the Board with respect to re-appointment.
- 2.2 The Committee will endeavor to conduct its review within a 2 month period.
- 2.3 The Committee will present its recommendation to the Board at least 16 months prior to the expiry date of the President's current term of office.

**3. Composition**

- Board Chair (Committee Chair)
- Board Vice-Chair (Committee Vice-Chair)
- Chancellor
- Three other Board members, including a student member (chosen by the Executive Committee of the Board)
- Two faculty members (chosen by Senate)
- One student, undergraduate or graduate depending on the status of the Board member (chosen by the Executive Committee of the Board, in consultation with the appropriate student governing body).
- A staff member (chosen by the Executive Committee of the Board, in consultation with the three campus staff groups)
- A First Nations member (chosen by the Executive Committee of the Board in consultation with the Senate Committee on First Nations and Aboriginal People).
- Secretary of the Board of Governors (non-voting Committee Officer).

**4. Duties**

- 4.1 The Committee will evaluate the President's performance, using the criteria established by the Presidential Search Committee in its search for that individual, as well as the annual objectives established by the Board and the President during the President's current term. In its evaluation, the Committee will give due regard to the annual assessments of the President's performance.
- 4.2 In addition to reviewing the past performance of the President, the Committee is required to consider the changing context of the President's mandate and whether these are areas of activity that will require changes in emphasis during the renewed term.

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- 4.3 The Committee will determine whom to approach to seek informed assessment of the President's performance, such information is to be gathered primarily through confidential interviews. The Committee will seek to identify who will offer a balanced view of the President's performance. The Committee is encouraged to interview or obtain the views of the following:
- 4.3.1 Representatives of the University Community including:
- Members of the Board of Governors and Senate
  - Presidents of all employee groups
  - Presidents of student governing bodies
  - President, Alumni Association
  - Vice-Presidents
  - Deans and Directors
  - Chair of the Senate Committee on University Budget
  - Members of the Presidential Advisory Search Committee which recommended the appointment of the President
- 4.3.2 Representatives of the External Community including:
- Community leaders in Prince George and the regions served by UNBC
  - Major donors and friends of UNBC
  - Senior public servants
  - Local politicians
- 4.4 The establishment of the Committee, its composition and terms of reference, are to be announced in The UNBC Weekly Bulletin, along with an invitation to submit written and signed submissions from interested persons.
- 4.5 The Committee will meet with the President at the outset of its work to discuss the review process and to provide an opportunity for the President to submit a statement of self-evaluation.
- 4.6 The Committee will ensure that its activities do not undermine the ability of the President to function effectively as an institutional leader during the period of the review.
- 4.7 When the Committee has formulated its recommendation but before presenting it to the Board, the Chair of the Board will meet immediately and in confidence with the President to review the general findings of the Committee and the nature of the recommendation to the Board. If the Committee recommends that the President be re-appointed, the Chair will convene a meeting of the Executive Committee to recommend to the Board terms of the contract acceptable to the Executive Committee and to the President.
- 4.8 The Committee will submit a written report to the Board with its recommendation that the Board either re-appoint the President or establish a search process for a successor.