

| Presidential Performance Evaluation Procedures | | | |
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| Parent Policy | Presidential Performance Evaluation Policy | | |
| Policy Sponsor | Board | Category | Board |
| Policy Contact | University Secretary | Effective Date | December 14, 2018 |
| Procedure Contact | University Secretary | Review Date | December 14, 2023 |

1. Purpose

These procedures are to ensure that the Board Chair and the Board Human Resources & Compensation Committee conduct annual performance evaluations of the President of Athabasca University.

2. Scope

These procedures apply to the President of Athabasca University.

3. Definitions

Not Applicable

4. Guiding Principles

4.1. Timing

- a) The annual evaluation process will be completed by March 31 each year.

4.2. Evaluation Process

- a) Each year, the President will submit to the Human Resources & Compensation Committee the progress in achieving the goals and objectives set out in the previous year's approved Performance Accountability Plan.
- b) The Human Resources & Compensation Committee will review the President's progress against the stated accountabilities and determine the amount of the performance based compensation in accordance with the employment agreement and any applicable legislation.
- c) The results of the evaluation shall be confirmed in writing by a letter from the Board Chair to the President.
- d) The University Secretary will be responsible for filing the results of the evaluation and notifying Human Resources and/or Payroll, as appropriate.
- e) The Board Chair will report to the Board that the evaluation has been completed and any significant outcomes.

5. Applicable Legislation and Regulations

[Alberta Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-26](#)

6. Related Procedures/Documents

[Presidential Performance Evaluation Policy](#)

History

| <i>Date</i> | <i>Action</i> |
|----------------------|--|
| December 14, 2018 | The Board of Governors of Athabasca University, Motion # 236-04 (associated policy revised) |