

Performance Evaluation of the Vice Chancellor

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Assessment of the Vice Chancellor is the responsibility of the University Council, UAEU's governing board (Article III,2,n, University Council By-Laws).

Purpose

The primary goal of the performance evaluation is leadership development. The process facilitates communication between the institution's governing board and its chief executive, it provides an opportunity to assess the progress that the University has made in fulfilling its mission and achieving its goals, and it provides an opportunity for the governing board and the CEO to agree on strategic priorities for the next two years.

Key Elements

The Association of Governing Boards (AGB) has outlined best practices in the CEO assessment process and has defined the five key elements that should be part of an effective CEO assessment process:

- The Vice Chancellor's written self-assessment, based on mutually agreed-upon goals.
- A board evaluation of the Vice Chancellor's performance in meeting mutually agreed-upon goals.
- A face-to-face meeting between the Vice Chancellor and the board chair or the committee charged with responsibility for assessment.
- A follow-up report to the full board/
- A letter or memorandum from the board chair to the Vice Chancellor, describing the process and the general results of the review.

Process

1. As required by Article VII of the University Council By-Laws, The University Council will formally assess the performance of the Vice Chancellor every two years. The assessment will be conducted at the first meeting after the Vice Chancellor has completed two full years of service since the previous assessment.
2. No less than one month in advance of this meeting, the Vice Chancellor will provide the University Council with a self-assessment covering the period of the previous two years. The self-assessment will be based upon the responsibilities defined in the Vice Chancellor's position description and upon the specific goals agreed upon by the Vice Chancellor and the University Council in the previous assessment.
3. Prior to the University Council meeting, the Vice Chancellor will meet with the Chair to discuss the self-assessment and to agree upon the specific goals for the next two years to be recommended to the full Council.
4. The Chair will provide a report to the full University Council presenting the results of the meeting with the Vice Chancellor and the recommended goals for the period of the next assessment cycle.
5. Within thirty days after the meeting, the Chairperson will provide the Vice Chancellor with a letter describing the results of the review and confirming the goals for the period of the next assessment cycle.