

**Middle Tennessee State University
Board of Trustees Policy
Selection, Evaluation and Retention of the President**

Section 1. Purpose

The Middle Tennessee State University Board of Trustees (Board) has the authority to select, appoint, retain and assess the performance of the chief executive of the University (president). This policy shall set the general parameters for these processes.

Section 2. Selection of a President

The Board shall establish a selection process and the qualification criteria as it deems appropriate. The selection process should include a mechanism for consultation and input from the campus and the community, and should reflect the University's commitment to diversity.

Prior to beginning a search for candidates for the office, the Board shall establish the qualification criteria for the position and shall announce the process it will follow for selecting a president.

The selection of the president shall be the sole responsibility of the Board.

In the event of a vacancy in the office of the president, the Executive and Governance Committee shall nominate an interim president to be approved by the Board.

Section 3. Appointment and Retention of the President

The Board may set the terms and conditions of the president's appointment to include:

1. A contract;
2. Compensation;
3. Conditions related to retention; and,
4. Conditions related to removal from office.

The decision to retain or terminate the appointment of the president shall be the sole responsibility of the Board.

Section 4. Annual Evaluation of the President

The president shall be annually evaluated by the Board based on an evaluation process coordinated by the Board Executive and Governance Committee (Committee). The evaluation period will be July 1 through June 30.

The purposes of the annual evaluation are: (1) to assist the Board in determining whether the president's performance is effective; (2) to enable the president to enhance his/her performance and leadership; (3) to promote good communication and strong working relations between the president, the Board and the campus community; (4) to enable the president and

the Board to set mutually agreeable goals; and, (5) to inform Board decisions on compensation and other terms of employment for the president.

The president shall prepare a written self-assessment statement (statement) in a format and according to a timetable mutually agreed upon by the president and the Committee. The statement shall include the following:

1. Progress toward meeting goals previously agreed upon by the president and the Board with accompanying data and metrics;
2. Assessment of the overall academic quality of the university, including institutional achievements and accomplishments;
3. Assessment of the financial status of the university;
4. Identification of significant institutional challenges faced over the prior year that impacted progress toward goals with an assessment of continuing or future challenges facing the university;
5. Goals proposed by the president for the upcoming year.

After receipt of the statement, the Chair of the Committee will share the statement with the Board and solicit their written comments. Once this feedback is collected, the Chair will meet with the president to discuss the self-assessment statement and the proposed goals, expectations and associated metrics for the upcoming year, along with the information gathered from the Board. The Chair will prepare an evaluation report to include a written assessment of the president's performance and an aggregate summary of the views of the Board. The evaluation report may include a recommendation concerning the president's compensation or other terms of employment. A copy of the evaluation report shall be provided to the president.

All job performance evaluations, as that term is defined in T.C.A. §10-7-504(a)(26), shall be confidential and not open for public inspection.

Section 5. Periodic Comprehensive Review

The president shall also be subject to a comprehensive evaluation every five years. When a comprehensive review is performed, it is to be incorporated into the annual review process, with such adjustments to the schedule as may be necessary.

This review may be performed with the assistance of one or more independent consultants to be chosen by the Executive and Governance Committee (Committee). The specific details for a comprehensive review will be determined by the Committee in consultation with the consultant and the president. However, the review will include input from the university administration, faculty, staff and students, as well as, alumni leadership and the community.

Effective Date: September 15, 2017.

Revisions: None.