

R208-1. Purpose: The purpose of this policy is to help the president be successful in his or her responsibilities through (1) regular communication between the presidents and Regents; (2) informing the Regents about institutional issues and problems in a timely manner; (3) appointing liaisons between the Board of Regents and institutional Boards of Trustees; and (4) providing a mechanism for informal, periodic consultation with each president.

R208-2. References

- 2.1. Utah Code [§53B-2-102](#), Board to Appoint President of Each Institution
- 2.2. Utah Code [§53B-2-103](#), Board of Trustees – Powers and Duties
- 2.3. Utah Code [§63G-2-20](#), Right to Inspect Records and Receive Copies of Records
- 2.4. Utah Code [§63G-2-302](#), Private Records
- 2.5. Policy and Procedures [R220](#), Delegation of Responsibilities to the President and Board of Trustees
- 2.6. Policy and Procedures [R209](#), Evaluation of Presidents

R208-3. Definitions

- 3.1. **Board of Regents:** As used in this policy, “Board of Regents” means the Utah State Board of Regents.
- 3.2. **Board of Trustees:** As used in this policy, “Board of Trustees” means the Board of Trustees for an institution of higher education.
- 3.3. **Commissioner:** As used in this policy, “Commissioner” means the Utah Commissioner of Higher Education.
- 3.3. **Confidential:** As used in this policy, “confidential” means the document is a “private record” under Utah Code [§63G-2-302](#). As a private record any such documents are exempt from public records requests and shall not be disclosed except pursuant to Utah Code [§63G-2-201\(5\)](#).
- 3.4. **Institution:** As used in this policy, “institution” refers to institutions within the Utah System of Higher Education listed in Utah Code [§53B-2-101](#).
- 3.5. **President:** As used in this policy, “president” means the chief executive officer of the applicable institution within the Utah System of Higher Education appointed by the Board of Regents under Utah Code [§53B-2-102](#).
- 3.6. **Resource and Review Team:** As used in this policy, “Resource and Review Team” refers to a team of two Regents and the Chair and Vice-Chair of the institution’s Board of Trustees. This four-person team acts as the Resource and Review Team for its respective institution. This team is created pursuant to

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section 4.1 of this policy. The duties and powers of the Resource and Review Team are limited to those enumerated in this policy.

R208-4. Policy

4.1. **Fall Meeting:** Each fall (during the months of September through November) each president shall meet with his or her Resource and Review Team.

4.1.1. **Objectives:** The objective of the fall meeting is to (1) inquire as to the ways the Board of Regents and the Board of Trustees can better assist the president, (2) update the Resource and Review Team regarding ongoing and current issues important to the president and the institution, and (3) build a positive relationship between the president, the Board of Regents, and the Board of Trustees.

4.1.2. **Agenda:** The president is to set the agenda and conduct the meeting. The duration and content of the meeting is at the discretion of the president.

4.1.3. **Report:** There shall be no written or formal report of the fall meeting.

4.2. **Spring Review:** Each spring (during the months of February through April) each president shall meet with his or her Resource and Review Team to conduct a limited presidential performance review.

4.2.1. **Objectives:** In addition to the objectives of 4.1.1., the objective of the spring review is to provide limited performance review of the president's performance.

4.2.2. **Agenda:** The Chair of the Resource and Review Team shall set the agenda in consultation with the president and pursuant to parts 5.2 and 5.3 of this policy.

4.2.3. **Report:** The Resource and Review Team shall produce a written and confidential report pursuant to part 5.4 of this policy.

4.2.4. **Criteria for Evaluation:** The Resource and Review Team shall focus on building a positive, productive relationship between the president, the Board of Regents, and the Board of Trustees by reviewing the following matters:

4.2.4.1 **Institutional and Presidential Priorities:** The Resource and Review Team shall work with the president to identify and implement institutional and personal priorities. Such priorities may include the following: (1) the charge given to the president by the Board of Regents at the time of appointment, (2) any remaining identified priorities from previous Resource and Review Team meetings, and (3) any other priorities identified by the Board of Regents or Board of Trustees.

4.2.4.1 **Presidential Effectiveness:** The Resource and Review Team, in collaboration with the president, shall identify issues, challenges, and problems which impede the accomplishment of identified priorities. Such problems may relate directly to the institution, the president's cabinet, the president's performance, or the president's relationship with the Board of Trustees or Board of Regents. The Resource and Review Team shall focus on both the president's accomplishments and areas in which advice, counsel, and support may be necessary to help the president be more effective.

4.2.5. Performance-related Incentives: Spring Review reports may be used as a basis for adjusting the president's compensation.

4.3. Liaisons: The Resource and Review Team shall function as liaisons between the institution and the Board of Regents. As time and circumstances permit, the Resource and Review Team shall do the following: (1) visit campus, (2) attend trustee meetings, (3) attend campus events—especially commencement ceremonies, (4) identify specific ways that the Board of Regents can build a positive and productive relationship with the Board of Trustees and president, and (5) coordinate and facilitate communication between the Board of Regents, Board of Trustees, and the president. The team chair shall note such activities and suggestions in the written report to the Board of Regents.

4.4. Integration with R209 Evaluation: Pursuant to Regents' Policy R209, presidents are to be comprehensively and formally evaluated following the first year of employment, and every fourth year thereafter (i.e., formal evaluation will occur during years 2, 6, and 10 of the president's tenure). During the year of R209 evaluation, the Resource and Review Team shall conduct a more limited spring review, i.e. not meet with members of the President's cabinet, for the purposes of compensation adjustments per R205 (Presidential Appointment, Term of Office, and Compensation and Benefits) and participate in the fall meeting. As specified in R209, the Resource and review team participates directly in the R209 evaluation.

R208-5. Procedures

- 5.1. Appointment of Resource and Review Teams:** Each Resource and Review Team shall consist of the Chair and Vice-Chair of the institution's Board of Trustees and two Regents. The Regents' Chair shall (1) appoint the two Regents to serve on the Resource and Review Team, (2) notify the chair and vice-chair of the institutional Board of Trustees as to their responsibility to serve on the institution's Resource and Review Team, and (3) designate the Chair of the Resource and Review team.
- 5.2. Campus Meetings with President:** The fall meeting under 208-4.1 and the spring review under R208-4.2 should preferably occur on campus.
- 5.3. Interaction with Board of Trustees and Consultation with Regents' Committees:** In preparation for the spring review, the Resource and Review Team should consult with the Chairs of the Regents' committees and the Commissioner to identify any concerns or issues with either the president's performance or institutional direction that needs to be addressed.
- 5.4. Written Reports:** A written, confidential report of the spring review shall be prepared by the Chair of the Resource and Review team. The report shall be marked confidential.
 - 5.4.1 Who Receives the Report:** Copies of the report are to be forwarded to the president, the chair of the Board of Trustees, the Commissioner, and the Chair and Vice Chair of the Board of Regents. The report shall not be disclosed to other individuals or entities without Regents' approval pursuant to Utah Code §63G-2-201.
 - 5.4.2. Presidential Comments:** The president shall have opportunity to comment in writing on the report. The presidential statement shall be included in the final report prior to submitting it to the Board of Regents.
 - 5.4.3 Confidentiality of Spring Review Report:** All spring review reports, including notes and drafts, all meetings conducted pertaining to the Resource and Review Team's work, and all

recommendations and responses, are confidential private records protected from disclosure by Utah Code §63G-2-201, 302.

5.4.4. Retention of Presidential Records: Reports (along with presidential comments) shall be stored in the president's personnel file at the Board of Regents' office.

5.4.5. Regents' Review of Report: The report shall be reviewed in closed session by the Board of Regents—typically at the next regularly scheduled meeting. The Chair of the Board of Regents may direct a Resource and Review Team to report to the Board of Regents on a more frequent basis.