

R208, Resource and Review Teams¹

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 Board members; (2) informing the Board members about institutional issues and problems in a timely manner; (3) appointing liaisons between the Board of Higher Education and institutional boards of trustees; and (4) providing a mechanism for annual performance review of each president.

R-208-2 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. 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).

3.2. Resource and Review Team: As used in this policy, “Resource and Review Team” refers to a team of two Board members 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.

R208-4. Policy

4.1. Fall Meeting: 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) identify the ways the Board of Higher Education and the Board of Trustees can better assist the president, (2) update the resource and review team regarding progress on the institution’s strategic goals and to discuss ongoing or potential issues important to the president and the institution.

4.1.2. Agenda: The president is to set the agenda and conduct the meeting.

¹ Adopted September 11, 1987, amended November 17, 1989, April 26, 1991, April 17, 1992, November 3, 1995 and April 22, 2005, and December 14, 2007. Revisions approved on May 29, 2009, April 1, 2010 March 29, 2013, March 28, 2014 and February 9, 2018.

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

4.2. Spring Review: During the months of March through May, the resource and review team shall evaluate the president's performance.

4.2.1. Objectives: In addition to the objectives of 4.1.1., the objective of the Spring review is to review of the president's performance, and to identify areas of success and areas that need improvement.

4.2.2. Agenda: The chair of the resource and review team shall set the agenda in consultation with the president.

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 assess the president's performance in the following areas:

4.2.4.1. Institutional Vision and Strategic Goals: The resource and review team shall review institutional mission and the president's vision for the institution and the strategic goals associated with that vision. The team will discuss with the president his or her progress toward accomplishing the goals. The team should interview the president's executive team regarding the strategic goals, whether the president effectively communicates his or her priorities, and the president's overall performance.

4.2.4.2. 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 and goals. Such problems may relate directly to the institution, the president's executive team, the president's performance, or the president's relationship with the Board of Trustees, the Board of Higher Education and other stakeholders. The team will work with the president to identify his or her strategies for addressing the challenges or problems, record those strategies in the evaluation report, and follow up with the president during the Fall meeting regarding his or her progress at resolving the challenges or issues.

4.3. Liaisons: The resource and review team shall function as liaisons between the institution and the Board of Higher Education. 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 Higher Education can build a positive and productive relationship with the Board of Trustees and president, and (5) coordinate and facilitate communication between the Board of Higher Education, Board of Trustees, and the president. The team chair shall note such activities and suggestions in the written report to the Board of Higher Education.

4.4. Integration with R209 Evaluation: Pursuant to Board Policy R209, presidents are to be comprehensively evaluated following the first year of employment, and every fourth year thereafter. During the year of R209 comprehensive evaluation, the resource and review team shall not conduct a performance review, but will still meet with the president to receive an update on the president's current challenges, successes, and upcoming events or issues.

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 Board members. The Board Chair shall (1) appoint the two Board members 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. Interaction with Board of Trustees and Consultation with Board’s Committees:

In preparation for the spring review, the resource and review team should consult with the Chair and Vice-Chair of the Board, the Chair and Vice-Chair of the Trustees and the Commissioner to identify any concerns or issues with either the president’s performance or institutional direction that needs to be addressed. The Commissioner’s Office will assist and support the team by providing data, guidance or other information necessary for the evaluation.

5.3. Written Reports: After completing the annual performance evaluation, the team chair shall prepare a written, confidential report of the findings and counsel. The Commissioner’s Office may provide a standard report format. The report shall be marked confidential.

5.3.1. 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 Higher Education. The report shall not be disclosed to other individuals or entities without Board members’ approval pursuant to Utah Code §63G-2-201.

5.3.2. 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 Higher Education.

5.3.3 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.

5.3.4. Retention of Presidential Records: Reports (along with presidential comments) shall be stored in the president’s personnel file at the Board of Higher Education’s office.

5.3.5. Board members’ Review of Report: The report shall be reviewed in closed session by the Board of Higher Education—typically at the next regularly scheduled meeting. The Chair of the Board of Higher Education may direct a resource and review team to report to the Board of Higher Education on a more frequent basis.



Resource & Review Team Presidential Evaluation Report

In accordance with Board policy [R208, Resource and Review Teams](#), the Resource and Review Team submits this evaluation of President Select President to the Utah Board of Higher Education for review.

Background

On Enter Date the R&R Team evaluated President Select President . As part of the evaluation process, the team completed one or more of the following tasks:

- Interviewed the President
- Reviewed the President’s vision for the institution
- Reviewed the President’s strategic goals and progress toward those goals
- Interviewed members of the President’s leadership team to discuss the President’s vision, strategic goals, and overall performance
- Reviewed the previous performance evaluation report for reference
- Reviewed the R805 workforce demographic report with the President and discussed the strategies and progress toward employing a diverse, representative, and equitably compensated workforce.

Institutional Vision and Strategic Goals

The President has established a clear vision for the institution:

- Yes No In Progress

Insert Comments

The President has set strategic goals designed to achieve the vision:

Yes No In Progress

Insert Comments

The President has made and is making ongoing, measurable progress toward reaching the strategic goals:

Yes No In Progress

Insert Comments

The President has effectively communicated her vision to the leadership team and has appropriately prioritized those goals with the leadership team:

Yes No In Progress

Insert Comments

Presidential Effectiveness

The Resource and Review Team, along with the President, have discussed and identified the following issues and challenges that will need attention in the following year:

Insert Comments

The Resource and Review Team, along with the President, have identified the following strategies and action items to address the issues and challenges listed above:

Insert Comments

The Resource and Review Team, along with the President, have reviewed the R805 Diversity Report and have identified the following strategies and action items to foster diversity within faculty and staff:

Insert Comments

Guidance for the Coming Year

Based on the Resource and Review Team's interviews and review of pertinent documents and information, the R&R Team provides the following additional guidance for the upcoming year:

Insert Comments

The Resource and Review Team and the Board of Trustees Chair will present this report to the Utah Board of Higher Education for review in closed session. This report will include any written response the President wishes to provide.