

## PRESIDENTIAL REVIEW PROTOCOL

**Effective Date:** April 27, 2023

**Supersedes:** June 23, 2020, January 26, 1995

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### I. DEFINITIONS

For the purposes of this protocol, the following definitions apply:

- 1.1 **"Act"** means The University of Western Ontario Act 1982, as amended from time to time
- 1.2 **"Board"** means the Board of Governors of The University of Western Ontario
- 1.3 **"Committee"** means the membership as set out in 5.1 for the purpose of conducting the presidential review
- 1.4 **"President"** means the incumbent President
- 1.5 **"reappointment"** means a second or subsequent appointment to a term of office as President.

### II. AUTHORITY

- 2.1 Pursuant to the Act, the Board is responsible for the appointment and, implicitly, the reappointment of the President.

### III. MANDATE

- 3.1 The presidential review reflects the accountability of the President to the Board.
- 3.2 The Committee is advisory to the Board. Its mandate is to review the performance of the President and to make a recommendation to the Board with respect to reappointment. It is not within the remit of the Committee to address extensions to the President's term.
- 3.3 In order that the President and the University benefit from the Committee's activity, the review should:
  - assess how the President provides leadership in the achievement of the University's mission;
  - assess the President's leadership using the evaluation criteria established under 6.1;
  - provide the President with constructive information and advice; and
  - identify approaches to support and enhance the President's performance.

**IV. TIMING**

- 4.1 Near the end of the third year of the President's term, generally between April and May of this year, the Board Chair shall ascertain from the President whether the President wishes to be considered for reappointment. Only if the President expresses an interest in reappointment will these procedures be implemented.
- 4.2 The Board shall usually constitute the Committee at the June Board meeting in the third year of the President's term.
- 4.3 The Committee shall order its affairs to ensure that it can complete its work and make a recommendation to the Board at least 18 months before the end of the President's term.

**V. COMPOSITION**

- 5.1 The composition of the Committee includes 2 ex-officio and ten other members of the Board, elected by the Board, including:
- Chair of the Board, ex-officio
  - Vice-Chair of the Board, ex-officio
  - 6 members appointed to the Board under any of s. 9(1)(a)(ii or iii), (b), (c), (d), or (h) of the Act, at least 2 of whom shall be Board Committee Chairs
  - 2 faculty members, 1 of whom was appointed to the Board by the Senate
  - 1 student member
  - 1 administrative staff member
- 5.2 The Chair of the Board shall be the Chair of the Committee. The Vice-Chair of the Board shall be Vice-Chair of the Committee.
- 5.3 The University Secretary shall serve as the secretary to the Committee.

**VI. DUTIES**

- 6.1 The Committee will develop evaluation criteria, using the criteria employed by the Presidential Selection Committee in its search for that individual and the annual priorities, consistent with the Strategic Plan, established by the Board and the President during the President's current term (the "Evaluation Criteria").
- 6.1.1 The President will be asked to comment on the comprehensiveness of the Evaluation Criteria, and the Chair should also discuss with the President how the President views their own performance using the Evaluation Criteria, as it will be reflected in the President's self-evaluation referred to in 6.5 below.
- 6.1.2 The Committee will prepare the Evaluation Criteria which will be made known to all those participating in the review.
- 6.2 The Committee will evaluate the performance of the President using the Evaluation Criteria with due regard to the annual assessments of the President's achievements.

- 6.3 In addition to reflecting past achievements in light of previous priorities, the Committee will seek informed opinion of the President's performance primarily through consultations with the broader University community. The Committee is encouraged to ensure there is a public solicitation of views and to interview or otherwise obtain the views of individuals such as:
- 6.3.1 Representatives of the University community including, but not limited to:
- a) Members of the Board
  - b) Members of the Senate
  - c) Members of the Presidential Selection Committee that recommended the appointment of the incumbent President
  - d) Vice-Presidents
  - e) Deans
  - f) Representatives of the affiliated colleges
  - g) Representatives of student groups such as USC, SOGS and PAW
  - h) Representatives of employee groups such as UWOFA, UWOSA, and PMA
  - i) Representatives of the Alumni Association and the Fund Raising and Donor Relations Committee
- 6.3.2 Representatives external to the University such as:
- a) Representatives of the business community
  - b) Representatives of professional associations, such as COU, and Universities Canada
  - c) Senior public servants
  - d) Individuals external to the University who play a role in post-secondary education at the provincial or national level
- 6.4 The Committee will accept, in confidence, written and signed submissions from interested persons, either in hard copy or by email.
- 6.5 The Committee will meet with the President at the outset of its work to discuss the review process and provide an opportunity to the President to submit a statement of self-evaluation using the Evaluation Criteria. At the conclusion of the consultative process, the Committee will meet with the President for discussion.
- 6.6 The Committee will ensure that its activities do not undermine the ability of the President to function effectively during the course of the review.
- 6.7 When the Committee has formulated its recommendation to the Board, the Board Chair will meet forthwith and in confidence with the President to review the general findings of the Committee, share the nature of the recommendation to the Board, and if deemed appropriate by the Committee, share a draft of the report. If the Committee recommends that the Board reappoint the President, the Board Chair will convene a meeting of the Senior Policy and Operations Committee which will establish the contract terms which are agreeable to the Senior Policy and Operations Committee and to the President, in the event that the Board accepts the Committee's recommendation to reappoint.
- 6.8 The Committee will prepare a written report to the Board which will include a general summary of the Committee's activity in sufficient detail to fulfil the Committee's obligations under 3.3 and its recommendation either to reappoint the President or to initiate the establishment of a Presidential Selection

Committee as detailed in s. 19(a) of the Act. The report may include a summary of information received, either verbal or written, through stakeholder consultations but shall not contain any personally identifiable comments received from individuals or groups under 6.3.

**VII. CONFIDENTIALITY**

- 7.1 All proceedings, interviews and documents and opinions expressed therein will be held in the strictest confidence by all individuals involved both while the Committee is in operation and thereafter. The Board Chair will discharge any Committee member who fails to comply with this requirement.
- 7.2 When the Committee concludes its work each member of the Committee shall ensure all records, in any format, are securely disposed of and not otherwise maintained electronically or in any other format.
- 7.3 The University Secretary will safeguard all documents and information associated with the work of the Committee and will ensure their disposal in accordance with the University's Record Retention Schedule.

**VIII. DISCHARGE**

- 8.1 When the Board has made its decision to reappoint the President or to initiate a search for a successor, the Committee will automatically be discharged.