

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: PERSONNEL

Policy 705.1 – BOR Executive Officer Review & Board Stewardship Assessment

*Effective: September 28, 2001; Issued: October 9, 2001; Revised July 13, 2018*

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**Board Policy:**

It is the policy of the Board of Regents to maintain effective leadership qualities in the executive officers and the board stewardship of the Montana University System. Evaluation of administrative leadership and assessment of board stewardship are important to ensure high-quality system management for the people of Montana.

An evaluation of the Commissioner of Higher Education and University Presidents shall be conducted annually in accordance with these procedures. In accordance with Montana law, individual performance review meetings will be held in executive session unless the Commissioner or President who is subject to the review waives his or her right to privacy.

I. Commissioner's Performance Review

A. The Commissioner's annual performance review will normally occur in July following the June 30 end of the Fiscal Year. The Board retains the prerogative to schedule the review meeting for a month other than July.

B. The central component to begin the review dialog shall be a concisely written management-review statement by the Commissioner of three to five pages. The Commissioner shall have wide latitude in this report but it should include some context with regard to BOR strategic goals. The report also should include a manageable number of performance goals for the year ahead and status of progress on goals discussed in the prior year's review.

C. In a calendar year that contains a regular legislative session (i.e., the odd-numbered year), the review shall include executive performance in the legislative session.

D. In an even-numbered calendar year, the review shall include input from two to three internal MUS stakeholders and two to three external stakeholders who shall be selected through consultation between the Commissioner, Board Chair and Board Vice Chair. In obtaining performance review information from stakeholders, the Board recognizes a stakeholder's right to privacy in that information unless the stakeholders waives the right to privacy.

II. Presidents' Performance Review

A. The Presidents' annual performance reviews will normally occur in July following the June 30 end of the Fiscal Year. The Board retains the prerogative to

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schedule the review meeting for a month other than July.

B. The central component to begin the review dialog shall be a concisely written self-review document submitted to the Commissioner, along with a written review by Commissioner in response to the President's self-review.

C. The President's report shall be three to five pages in length, addressing progress toward BOR strategic goals and other goals and challenges deemed pertinent by the President and Commissioner.

D. Every other year (i.e., once every two years), a President's review shall include input from two to three internal MUS stakeholders and two to three external stakeholders who shall be selected through consultation between the President and Commissioner. In obtaining performance review information from stakeholders, the Board recognizes a stakeholder's right to privacy in that information unless the stakeholders waives the right to privacy.

### III. Board Stewardship Assessment

The Board shall conduct a self-study of its stewardship at least every four years. The Board retains the discretion to adjust the timing and scope of the stewardship assessment as needed. The Board delegates to the Commissioner and Board Chair the responsibility to plan and arrange the self-study work sessions. The board may choose to use an external facilitator or consultant.

#### History:

Item 6-003-R0974, Guidelines for the Review Process for the Commissioner of Higher Education and Presidents, Montana University System, September 9, 1974 and Item 4-013-R0474, Performance Review of Presidents, Montana University System (Amended), May 20, 1974 are rescinded; Item 17-003-R0777, July 11, 1977 as revised January 7, 1980, December 14, 1984, November 18, 1999 (Item 104-103-R0999); and September 28, 2001 (Draft Policy 705.1, Commissioner and Board Performance Assessment and Compensation Procedure). Revised per Item 180-103-R0718 July 13, 2018.