BOV POLICY # 15 (2014) PRESIDENTIAL EVALUATION

Policy Title: Presidential Evaluation

Policy Type: Board of Visitors

Policy Number: BOV Policy # 15

Approved: Dec 5, 2025

Responsible Office: Board of Visitors

Responsible Executive: Rector

Applies to: University President

POLICY STATEMENT

The president of Norfolk State University is selected by the Board of Visitors and serves at its pleasure or pursuant to contract between the president and the Board. The president serves as the chief executive officer of the University and may be removed as appropriate by the Board (Bylaws Article 2 Section 1.) The president reports only to the Board and it is the Board's responsibility to ensure that the president is implementing the Board's policies and accomplishing the University's goals.

The evaluation of the president's performance is an important responsibility of the Board of Visitors, which shall be conducted on an annual basis in accordance with the president's contract and Article 1 Section 3(c) and Article 2 Section 1 of the Bylaws. 23.1-1303 (B)(8) of *the Code of Virginia* ("the Code") requires that the Board meet with the president at least once annually in a closed session pursuant to subdivision 1 of § 2.2-3711 of the *Code* to evaluate his/her performance.

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NORFOLK STATE UNIVERSITY

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PURPOSE:

The purpose of this Policy[i] is to provide the president with periodic support and feedback on his/her performance by identifying areas of strength and opportunities for further professional development. This Policy defines the process for evaluating the president of Norfolk State University and provides the Board an opportunity for reflection on the state of the institution and leadership demonstrated by the president.

DEFINITIONS:

President: The President is the chief executive of the University and responsible for the principal administrative direction and management of the institution subject to the authority of the Board of Visitors and as provided by the Code of Virginia. The President has certain authority and responsibilities delegated to him/her by the Board as defined by the Board Bylaws.

CONTACT:

The Board of Visitors officially interprets this policy and is responsible for matters pertaining to this Policy as it relates to the president of Norfolk State University.

PRESIDENT'S ANNUAL PERFORMANCE EVALUATION:

I. In General

The Board of Visitors has the sole responsibility for the evaluation of the President, which shall be conducted on an annual basis in accordance with Article 1 Section 3(c) and Article 2 Section of the Board Bylaws, and the president's contract. The Board will seek input from University stakeholders in accordance with this Policy, including students, faculty, staff and alumni.

The president's evaluation shall be conducted in the context of the mission of the University and its strategic plan. Other considerations may also be taken into account when evaluating the president, which include but are not limited to, existing internal and external environments such as economic or legal constraints, legislative mandates or changes, or force majeure events.

Any change to the president's employment contract shall be made only by a vote of the majority of the Board.

II. Evaluation Process

The performance evaluation of the president occurs at least on an annual basis and shall be conducted by a special committee appointed by the Rector with input from the full Board of Visitors. The evaluation process for the proceeding academic year shall be completed no later than December 31 of each calendar year.

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III. Reports

Final Report

The Rector should meet with the president to present the final report of the Board on the president's performance evaluation. The meeting should take place no later than December 31. The performance evaluation process shall conclude with a confidential letter from the Rector to the president outlining the Board's assessment of the president's performance and setting the goals for the upcoming year; this letter should be signed by the Rector and, on receipt, the president. A copy of the letter and appended report (if applicable) shall be shared with the Board of Visitors.

The Board shall also provide formal notice of its decision on the president's contract no less than 12 months prior to end of the term or the president's contract or within such period as the president's contract may provide.

IV. Compensation Review

The president's base salary shall be reviewed annually by the Board of Visitors. Any increases in base salary (in addition to state mandated increases) will be determined based on the president's performance in connection with the annual performance evaluation and subject to approval of the full Board. Bonus potential may also be contemplated at the Board's discretion, based on the annual performance evaluation, as permitted by State law and from non-State funds.

The Rector will inform the president of any salary increase or bonus award, if any, at the presentation of the final report and feedback meeting with the president. The Board must ensure that funds will be available to provide any supplemental compensation, increase or bonus that is approved.

The president must report annually all earned outside compensation from board service, consulting, etc. As required by law, the Board of Visitors will consider this report in setting compensation.

EDUCATION AND COMPLIANCE:

Members of the Board of Visitors shall be made aware of this and other Board of Visitors policies as part of the new Board member orientation process. Any changes to this policy shall be communicated to the Board by the Administration no later than the Board's next scheduled meeting. The Rector shall be responsible for ensuring annual compliance with the provisions of this policy.

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PUBLICATION:

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office shall make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of Board approval
- Submit the policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Board's Website; and
- Direct appropriate offices to educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE:

- Next Scheduled Review date: March 2027
- Approved by, date: Board of Visitors, March 19, 2021; Dec. 2025 (reviewed/no changes)
- Revision History: April 27, 2016 review; December 12, 2014; March 23, 2012; May 6, 2016; September 15, 2017; December 11, 2020; March 19. 2021
- Supersedes: Presidential Evaluation Policy (approved March 23, 2012)

RELATED DOCUMENTS:

- *Code of Virginia* § 23-2.03 (2013) Boards of Visitors; annual meeting with the president of the institution.
- Norfolk State University Board of Visitors Bylaws

FORMS

There are no forms associated with this policy.

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[i] Portions of this Policy was adapted from Virginia Commonwealth University's Presidential Evaluation Policy (2009; rev. 2011).