NORFOLK STATE UNIVERSITY

BOV POLICY # 27 (2018) UNIVERSITY BOARD OF VISITORS-SELF ASSESSMENT

Policy Title:	**University Board of Visitors Self-Assessment**
Policy Type:	**Board of Visitors**
Policy Number:	**BOV Policy #27**
Approval Date:	**December 2, 2025**
Responsible Office:	**University Board of Visitors**
Responsible Executive:	**Rector, University Board of Visitors**
Applies To:	**University Board of Visitors**

POLICY STATEMENT

This policy establishes the University Board of Visitors process for periodic assessment of its performance and effectiveness as the governing body of Norfolk State University.

The University Board of Visitors is committed to the exercise of good governance and best practices in the execution of its statutory duties. The adoption of a formalized process and timeline for self-assessment will enable the board to strengthen its overall performance, identify and reach consensus on its goals, ensure that the Board has a focused understanding of its responsibilities, and strengthen the relationship between the Board and the University's President.

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DEFINITIONS - None.

CONTACTS

The University Board of Visitors officially interprets this policy. The Rector of the University Board of Visitors is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Executive Advisor to the Board within the University President's Office.

POLICY CONTENTS

Responsibility

It shall be the responsibility of the Rector of the University Board of Visitors or his/her designee to oversee the planning of activities related to the Board's annual self-

assessment. The Executive Advisor to the Board and University Counsel's Office will provide staff support in furtherance of the Board's self-assessment activities.

Process

The University Board of Visitors will conduct self-assessments each year during its annual retreat. In even-numbered years, the Board will engage an external facilitator to conduct a comprehensive evaluation of its performance. In odd-numbered years, the Board will conduct an internal review of its performance using universally acceptable performance assessment tools.

External Self-Assessment

In even-numbered years, the University Board of Visitors shall conduct a comprehensive self-assessment of its performance. This assessment shall take place during the Board's annual retreat and be facilitated by an external consultant with recognized expertise in higher education board governance best practices. Consistent with the University's established procurement policies, the Executive Advisor to the Board shall present the Rector with a slate of qualified external consultants for consideration no later than November 10, of the odd-numbered year preceding the annual board retreat. The Rector or his/her designee shall review the slate of external consultants and select the consultant that best meets the Board's needs. Background information on the selected external consultant and preliminary details regarding the self-assessment process shall be shared with the Board during its December meeting.

The Rector with the support of the Executive Advisor to the Board and University Counsel shall work with the external consultant to develop an assessment instrument that shall be completed by Board members and the University president in advance of the annual Board retreat. A primary purpose of the Board's annual retreat shall be to conduct a self-assessment workshop, which shall focus on strategies to strengthen the Board's effectiveness including its relationship with the University president. The workshop should produce a set of goals the board will aspire to achieve in order to enhance its overall performance. These goals shall be summarized in written form and shared with members of the Board within a reasonable time. The Executive Advisor to the Board shall assist the Rector in measuring the Board's progress toward achieving the goals identified through self-assessment by creating a performance data dashboard that shall be readily accessible to all Board members.

Internal Self-Assessment

In odd-numbered years, the University Board of Visitors shall conduct an internal self-assessment of its performance. This assessment shall take place during the Board's annual retreat and be supported by the Executive Advisor to the Board and University Counsel's Office. No later than January 20 of the odd-numbered year in which the internal self-assessment is to conducted, the Executive Advisor to the Board in consultation with the Rector, shall develop or acquire a self-assessment tool, which shall be distributed to all

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Board members and the University president for completion no later than February 10. The Executive Advisor to the Board shall ensure that the results of the assessment tool are summarized in a written report, which shall be distributed to Board members and the University president in advance of the annual retreat.

The Rector shall designate a portion of the Board's annual retreat schedule for the purpose of discussing the results of the annual self-assessment and developing goals for performance improvement. These goals shall be summarized in written form and shared with members of the Board within a reasonable time. The Executive Advisor to the Board shall assist the Rector in measuring the Board's progress toward achieving these goals by creating a performance data dashboard that shall be readily accessible to all Board members.

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.

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;
- 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: January 2028
- Approval by, date: Board of Visitors, March 19, 2021 – Policy has been reviewed – no changes made
- Revision History: September 23, 2016; May 4, 2018 December 11, 2020
- Supersedes: None

RELATED DOCUMENTS – None.

FORMS – None.