

R208-1. Purpose: The purpose of this policy is to establish a process that will facilitate regular communication between the presidents, Regents, and Trustees; allow Regents to learn about institutional issues and problems in a timely manner; function as a liaison between the Board of Regents and institutional Boards of Trustees; and provide a mechanism for informal, periodic consultation with each president to help the president be successful in his or her responsibilities.

R208-2. References

- 2.1. Utah Code §53B-2-102, Board to Appoint President of Each Institution
- 2.2. Policy and Procedures R209, Evaluation of Presidents

R208-3. Policy

- 3.1. **Semi-Annual Consultations:** At least twice each academic year (once in the fall and once in the spring), each president will meet and consult with a Resource and Review Team appointed by the Chair of the Board of Regents.
- 3.2. **Integration with Formal Evaluation:** Pursuant to Regents' policy R209, presidents are to be comprehensively and formally evaluated following the first year of employment, and every fourth year thereafter (i.e., formal evaluation will occur during years 2, 6, and 10 of the president's tenure). During the year of formal evaluation, the Resource and Review Team is not required to meet with the president, but will participate in the formal evaluation, and may hold additional meetings with the president and/or his or her cabinet members with the consent of the president. As part of the formal evaluation conducted under R209, the Resource and Review Team will make its previous reports available to the Evaluation Committee, will be interviewed by the Evaluation Committee, and will receive the Evaluation Team's final report when the report is forwarded to the Board of Regents for consideration.
- 3.3. **Objectives of Resource and Review Process:** Each Resource and Review Team shall focus on building a positive, productive relationship between the president, the Board of Regents, and the Board of Trustees by reviewing the following matters:
 - 3.3.1. **Institutional and Presidential Priorities:** The Resource and Review Team shall work with the president to identify and implement a list of common institutional and personal priorities on which the president should be working. Such priorities shall include the charge given to the president by the Board of Regents at the time of appointment, as well as other priorities identified by the Board of Regents subsequent to the president's appointment.
 - 3.3.2. **Presidential Effectiveness:** The Resource and Review Team shall identify issues, challenges, and problems relating to the institution, the president's cabinet, or the president's performance and relationship with the institution's Board of Trustees which are impeding the president's accomplishment of identified priorities. The Team shall focus on both the president's accomplishments as well as areas in which advice, counsel, and support may be necessary to help the president be more effective.

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 by the Board of Regents on May 29, 2009.

3.3.3. Liaison with Trustees: The Resource and Review Team shall identify specific ways that the Board of Regents can build a positive and productive relationship with the institutional Board of Trustees, and identify steps that can or should be taken to develop and implement priorities for the institution that have consensus support of both the Board of Regents and the Board of Trustees.

R208-4. Procedures

4.1. Appointment of Resource and Review Teams: Each Resource and Review Team shall consist of two (2) Regents appointed by the Regents' Chair, and the Chair of the institution's Board of Trustees.

4.2. Campus Meetings with President: At least twice each academic year (once in the fall and once in the spring), the Resource and Review Team shall meet with the president, preferably on campus, to consult with the president on identified priorities, areas in which support or corrective action is needed, and the relationship between the Board of Regents and the Board of Trustees. The Resource and Review Team may, with either the consent of the president, the request of the Board of Trustees, or a directive from the Board of Regents, meet or confer with the president on a more frequent basis.

4.3. Written Reports: No later than November 30th, the Resource and Review Team will prepare a confidential, written report of its fall consultation with the president, and no later than May 30th, the Resource and Review Team will prepare a confidential, written report of its spring consultation with the president, and will forward these reports to the president, the Chair of the Board of Trustees, the Commissioner, and the Chair and Vice Chair of the Board of Regents.

4.4. Review of Resource and Review Team Reports: The reports of the Resource and Review Teams' fall consultations will typically be reviewed by the Board of Regents in closed session at the Board's next regular meeting after the November 30th written report deadline. The Resource and Review Teams' spring consultations will typically be reviewed by the Board of Regents in closed session at the Board's next regular meeting after the May 30th written report deadline. The Board of Regents may direct a Resource and Review team to report to the Board on a more frequent basis.

4.5. Interaction with Board of Trustees and Consultation with Regents' Committees: The Resource and Review Team shall, in consultation with the president, visit campus, attend Trustee meetings, and attend campus events as time and circumstances permit, and shall note such activities in its written reports to the Board of Regents. In conducting its semiannual fall and spring reviews, the Resource and Review Team shall also consult with the Regents' Program Review Committee, Finance Committee, and the Commissioner of Higher Education to determine whether there are any problems or issues of concern with either the president's performance or institutional direction that need to be addressed.

4.6. Retention in Personnel Records: Copies of the Resource and Review Teams' reports shall be maintained in the president's personnel file.

4.7. Confidentiality of Records: All of the reports, including notes and drafts, all meetings conducted pertaining to the Resource and Review Team's work, and all recommendations and responses, are confidential personnel actions protected from disclosure by Utah law.