

One: Guidance from [DRBU Bylaws](#) and [DRBU Faculty Governance Manual](#)

Bylaws Article Three Section 7.A1:

1. Provisions for Renewal of a Presidential Term

At the beginning of the last year of the current President's term, the Chairperson of the Board of Trustees shall determine if the President desires to serve an additional term. If the President desires to serve an additional term, the Chairperson shall appoint a Presidential Review Committee comprised of five (5) members of the Board of Trustees who are not also members of the faculty of the University. In consultation with the Faculty Presidential Review Committee (five [5] members of the Faculty appointed by the Instruction Committee, of which one member shall be a non-teaching Faculty), the Presidential Review Committee shall review the performance of the President. The Presidential Review Committee may then re-nominate the President for an additional term. If the Presidential Review Committee declines to re-nominate the President, or if the President is not re-appointed by the Board of Trustees, the Board of Trustees shall seek other candidates.

Bylaws Article Three Section 7.A3:

3. Review of the President

The Board of Trustees shall determine the regular interval at which to review the performance of the President. The Chairperson shall appoint a Presidential Review Committee comprised of five (5) members of the Board of Trustees who are not also members of the faculty of the University. In consultation with the Faculty Review Committee (five [5] members of the faculty appointed by the Instruction Committee, of which one member shall be a non-teaching faculty member), the Presidential Review Committee shall review the performance of the President at the interval determined by the Board of Trustees.

Faculty Governance Manual Section 6.a:

(iv) When the Board of Trustees initiates a review of the President by establishing a Trustees Presidential Review Committee, the Instruction Committee shall appoint a Faculty Presidential Review Committee comprising five members of the Faculty, of which one shall be a member of the Administrative Faculty, to perform the review of the President. This Faculty Presidential Review Committee shall report its findings to the Trustees Presidential Review Committee for it to make a report to the Board of Trustees as a whole. In the case that the Board of Trustees initiates the review to consider the President's reappointment, the Faculty Presidential Review Committee shall also make a recommendation to its Trustee counterpart committee on whether the President shall be reappointed.

Two: Review Procedure

The Trustee and Faculty Presidential Review Committees may adopt or revise procedure that respond to DRBU's conditions at the time of the review. The following was adopted by the two committees for the 2016-2017 Presidential Review:

1. The Chairperson of the Board of Trustees appoint a Trustee Presidential Review Committee in accordance with DRBU Bylaws Article three Section 7 (see above)
2. The Instruction Committee of the Faculty appoint a Faculty Presidential Review Committee in accordance with the DRBU Faculty Governance Manual Section 6.a (see above)
3. The two committees adopt the following components of review process by each committee's decision-making mechanism (simple majority for 2016-2017):
 - a. Review Procedure;
 - b. Evaluation criteria for the review;
 - c. Instruments for gathering evidence
 - d. Final review report template ([template from 2016-2017](#))
4. The two committees inform the President of the review process components in (3)
5. The Faculty Presidential Review Committee:
 - a. Implements instruments to gather evidence for the review
 - b. Compiles and analyzes evidence
 - c. Drafts review report using the template, which includes findings, lists of commendations and recommendations. In the case of review for renewal of the president's term, the report needs to include the committee's recommendation on whether the president's term should be renewed and the basis for the decision
6. The Faculty Presidential Review Committee adopts the Presidential Review Report and recommends it to the Trustee Presidential Review Committee
7. The Trustee Presidential Review Committee:
 - a. Reviews and adopts the Presidential Review Report as recommended by the Faculty Presidential Review Committee
 - b. In the case of review for renewal of the president's term, if the Trustee committee declines to re-nominate the President for another term, the Board of Trustees needs to seek other candidates according to DRBU Bylaws Article three Section 7.a2
8. The Trustee Presidential Review Committee recommends the Presidential Review Report, including its findings, commendations and recommendations to the Board of Trustees for review and adoption. In the case of review for renewal of the president's term, if the Board of Trustees fails to reappoint the President for another term, the Board of Trustees needs to seek other candidates according to DRBU Bylaws Article three Section 7.a2

9. The Chairperson of the Board of Trustees and the Chairperson of the Trustee Presidential Review Committee formally inform the President the results of the review, including the Presidential Review Report.

Three: Evaluation Criteria

These are criteria used in the 2016-2017 review and are subject to revision by the two review committees of each review cycle:

- Vision & Mission
 - Commitment to University mission and vision
 - Long-term vision and planning
 - Leadership
- Effectiveness
 - Board Relations
 - Administrative/Managerial skill and ability
 - Communication skill and ability
 - Professional/Academic knowledge and skill
- Financial Sustainability
 - Fiscal management
 - Development

Four: Instruments for Gathering Evidence

The following are the instruments from the 2016-2017 Presidential Review. The two review committees from future cycle may adopt or revise these instruments:

- [Questionnaire on president's performance for members of DRBU community](#)
- [President's self-assessment](#)