Performance Reviews and Salary Advancement for Executive Officers

SIMON FRASER UNIVERSITY

Policy and Procedures

Date
May 17, 1996
Number
B 10.08 - Procedures

Date of Last Review/Revision
May 21, 2020

Mandated Review

Policy Authority: President and Vice Chancellor

Parent Policy: Executive Compensation (B 10.08)

1.0 PURPOSE

1.1 The purpose of this performance review and salary advancement process is to provide a mechanism for accountability and career advancement.

2.0 DEFINITIONS

2.1 Base Salary means the annual base salary paid to an Executive Officer or Dean for the continuing position into which they were hired or promoted, as adjusted from time to time. It does not include pay for acting or temporary assignments.

2.2 Executive Officer means the President, Vice-Presidents, Associate Vice-Presidents, University Secretary and General Counsel.

2.3 Dean means the Dean of a Faculty or such other non-faculty Dean appointed to meet the needs of the university.

3.0 PROCEDURE

3.1 Executive Officers and Deans will submit for approval annual goals and objectives for each academic year beginning September 1st.
3.2 The performance of each Executive Officer and Dean will be reviewed each year in relation to that year’s goals and objectives.

3.2.1 When evaluating a Dean, the Vice-President, Academic will consult the Chairs in that Faculty or their equivalent.

3.2.2 When evaluating an Associate Vice-President (AVP), the Vice-President to whom the AVP reports will consult the Executive Officers and Deans with whom the AVP normally interacts.

3.3.3 When the University Secretary and General Counsel are evaluated, the President will consult the Executive Officers; and in the case of the University Secretary, the President will consult the Chair of the Board of Governors.

3.3.4 Based on the results of this annual review, the reviewer shall assign a performance rating based on the degree to which performance was achieved against annual goals.

<table>
<thead>
<tr>
<th>Merit</th>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>Outstanding performance</td>
<td>4</td>
<td>Combining exceptional contributions throughout the year with one or more extraordinary accomplishments exceeding objectives and expectations.</td>
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<tr>
<td>Good to excellent performance</td>
<td>3</td>
<td>Fully achieving objectives and expectations at a consistently high level. Capably accomplishing objectives and fulfilling expectations with skill and proficiency.</td>
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<tr>
<td>Satisfactory performance</td>
<td>2</td>
<td>Meeting objectives and achieving expectations at an adequate level.</td>
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<tr>
<td>Emerging performance</td>
<td>1</td>
<td>Achieving some objectives and expectations OR insufficient service to be evaluated (recently appointed or absent on leave).</td>
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3.3 The Executive and Compensation Committee of the Board of Governors will be consulted on the determination of a formula from time to time for allocating a monetary value to each rating.

3.3.1 The monetary value assigned to each Executive Officer and Dean will be added to and become part of that person’s base salary effective September 1st of that year.

3.3.2 In the event that a monetary value generated by the formula exceeds an amount permitted under PSEC guidelines, only the portion permitted under those guidelines will be allocated to the Executive Officer or Dean; however, a record of the portion that was not permitted will be maintained to provide context for future merit assignments by the University and the Committee.

3.4 The President may consider salary anomalies, based on either internal and/or external comparisons for an individual Executive Officer or Dean, and may recommend to the Executive and Compensation Committee of the Board of Governors certain salary adjustments, beyond merit adjustments, to rectify such anomalies.
3.5 The President will submit salary recommendations to the Executive and Compensation Committee of the Board of Governors for approval.

4.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

4.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

4.1.1 *University Act*;

4.1.2 *Employment Standards Act*;

4.1.3 *Human Rights Act*;

4.1.4 *Public Sector Employers Act*;

4.1.5 *B.C. Public Sector Employers’ Guide to Accountable Compensation*

4.1.6 *Employment Termination Standards Regulations*;

4.1.7 Conflict of Interest (GP 37);

4.1.8 Travel and Business Expenses (AD 3.02); and

4.1.9 Executive Officer and Decanal employment contracts.