


Category	Governance and Management	Policy Number	UNI-GOV-304	 جامعة زايد ZAYED UNIVERSITY
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Responsible Office	VP-CEO	Policy Owner	Office of the VP-CEO	
Date Approved	22 August 2024	Effective Date	13 September 2024	
Date Last Reviewed	New Policy	Due Date for Next Review	22 August 2027	

POLICY

Annual Evaluation of the University Vice-President and Chief Executive Officer

1. Purpose

This policy outlines the guiding principles for the annual evaluation of the Zayed University Vice-President and Chief Executive Officer.

2. Scope of Application

This policy applies to all those involved in the annual evaluation of the Zayed University Vice-President and Chief Executive Officer.

3. Definitions

Academic Year	1 st August to 31 st July
Board	Zayed University Board of Trustees
Cabinet of Ministers	Executive Branch of the UAE Federation
CAFO	Chief Administration and Finance Officer
Executive Management	VP-CEO, Provost, and CAFO
People Committee (PC)	A permanent committee of the Board. The committee's responsibilities include supporting the Board in overseeing and monitoring the ongoing performance of the University Executive Management
Provost	Provost and Chief Academic Officer
University	Zayed University
VP-CEO	Vice-President and Chief Executive Officer

4. Introduction

4.1 In line with UAE Cabinet Resolution no.2/9g for 2020: Guide to Board Governance in the UAE Federal Government 2020, the University Board of Trustees (“**Board**”) is responsible for monitoring the performance of the University Executive Management against approved performance assessment indicators on an annual basis.

4.2 The Board must include the results of the Executive Management assessment in the annual report that the Board submits to the Cabinet of Ministers.

5. Policy

5.1 The Zayed University (“**University**”) Vice-President and Chief Executive Officer (“**VP-CEO**”) must be evaluated against agreed targets and approved performance indicators on an annual basis.

5.2 The targets and performance indicators must be in alignment with the University’s strategic direction and priorities.

5.3 The targets for the next Academic Year must be developed and agreed upon by the People Committee (“**PC**”), the Chair of the Board, and the VP-CEO (see Appendix A for timeline).

5.4 The PC, in consultation with the rest of the Board, considers and approves specific VP-CEO goals for the next Academic Year (see Appendix A for timeline).

5.5 The VP-CEO’s annual performance evaluation must be completed, and the VP-CEO informed of the results before the end of the relevant Academic Year (see Appendix A for timeline).

5.6 The VP-CEO’s annual performance evaluation must include a self-evaluation completed by the VP-CEO, as well as evaluations completed by the Board members.

5.7 The areas for evaluation must include but not be limited to:

- a)** Executive duties and responsibilities
- b)** University vision, mission, goals and values statements
- c)** General management and planning
- d)** Fiscal management and budgeting

The VP-CEO evaluation must also include:

- a)** Key achievements of the year
- b)** Results of the specific goals agreed at the beginning of the Academic Year
- c)** Impact of specific professional development programs
- d)** Self-proposed areas for improvement/strengths.

5.8 At the beginning of each new Academic Year, the PC and VP-CEO establish metrics for performance incentive compensation, and finalize the goals, objectives, and professional development plan for that Academic Year (see Appendix A for timeline), and inform the Board of the same. The amount of performance incentive compensation follows the University’s annual bonus policy.

5.9 At the end of each Academic Year, the PC determines the VP-CEO’s compensation incentives based on the results of the annual evaluation in accordance with the annual bonus policy subject to Board approval (see Appendix A for timeline).

6. Related Policies and Laws

- UNI-GOV-201 University Governance
- Cabinet Resolution no.2/9g for 2020: Guide to Board Governance in the UAE Federal Government 2020

7. Administration

This policy is administered by the Office of the VP-CEO.

8. Revision History

Date	Revision	Ver.
13 September 2024	Chair of the Board’s Decision issued (#22 of 2024)	
22 August 2024	Approved by the People Committee (BOT).	1.0
13 June 2024	New policy drafted	

Attachment

- Appendix A: Timeline for Annual Evaluation of the Vice-President and Chief Executive Officer

APPENDIX A

Timeline for Annual Evaluation of the Vice-President and Chief Executive Officer	
August	People Committee and VP-CEO establish metrics for performance incentive compensation, and finalize goals, objectives, and professional development plan for that Academic Year
October	People Committee informs the Board of the finalized goals and incentive metrics
May	<ul style="list-style-type: none"> • VP-CEO completes self-evaluation • Board members complete evaluations of the VP-CEO • People Committee summarizes the evaluation results and delivers them to the Board • VP-CEO submits goals for the next Academic Year to the People Committee
June	<ul style="list-style-type: none"> • People Committee discusses evaluation results to determine annual bonus amount and recommends it to the Board for approval • In consultation with the Board, the People Committee considers and approves specific goals for the next Academic Year
July	People Committee informs VP-CEO of evaluation results