



www.concordia.ca

Office of the President and Vice-Chancellor

Secretary-General & General Counsel
(Frederica Jacobs)

Evaluation Themes & Criteria

Evaluation Themes

Success in meeting the goals and objectives established annually and in the areas of responsibilities with respect to:

1. Governance (Policies and Procedures/Senate, Board of Governors (BOG), Committees)

- Strategically manage agendas for meetings of the BOG, Senate, and standing committees; review sensitive materials and documents.
- Manage and report ongoing and future legislation to the Board of Governors.
- Manage promotion of good governance for non-standard business or other units by preparing recommendations regarding framework and structure.
- Work in collaboration with all key university stakeholders to review all aspects of policies, including desirability, compliance and dissemination.

2. Best Practices and Legislative Compliance

- Provide guidance and counsel to all university stakeholders with regards to applicable federal and provincial laws and by-laws.
- Provide counsel to Internal Audit regarding complaints received under Whistleblower legislation and assist in the preparation of report to the “Public Protector” regarding said complaints.
- Analyze and evaluate Procurement tools for Public Tender.

3. Operational and Team Management

- Enhance employee engagement by providing continual training opportunities and increasing visibility in the community.
- Review and assess resource needs of units within the sector and preparing required profile descriptions and evaluations.

4. Ongoing High Level Responsibilities

- Oversee work of internal and external legal counsels regarding pending, threatened and future litigation.
- Provide ad hoc legal advice and consultation with a view to avoid unnecessary allegations.

- Participate in proper recording and reporting of risks in collaboration with Emergency Risk Management Committee.

Evaluation Criteria

1. Builds and maintains positive relations with key stakeholders across the University.
2. Initiatives/actions are results-oriented and effective.
3. Leads with innovative and strategic thinking, encouraging it in others.
4. Sector/functions show effective and efficient use of resources.
5. Demonstrates quality of leadership in sector, and to the broader community. Known as a “champion” for Concordia.
6. Promotes institutional renewal, leading review and change initiatives in the sector that modernize/professionalize functions.
7. Demonstrates collaborative, team-focused approach and works effectively with the President, the senior team, and throughout the organization.
8. Manages complexities, able to communicate across constituencies, negotiate conflicting views.