



LP 1.9

Effective:
6/25/2026

Revised:

Policy Owner:
Board of Trustees

Policy Administrator:
Provost, VP for
Academic Affairs

Affected Parties:
Board of Trustees

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Board of Trustees Self-Evaluation

1 Policy Statement

- 1.1 The Board of Trustees of Lander University (the “Board”) must conduct a periodic self-evaluation of its performance as the governing body of the university. This policy is established in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation, Standard 4.2.g, which requires an institution’s governing board to define its responsibilities and regularly evaluate its effectiveness.

2 Purpose

- 2.1 The purpose of this policy is to ensure that the Board fulfills its fiduciary and governance responsibilities, promotes continuous improvement in its governance practices, and maintains documented evidence of self-review as required for accreditation purposes.

3 Scope

- 3.1 This policy applies to all members of the Lander University Board of Trustees and to the Board as a collective governing body.

4 Frequency

- 4.1 The Board must conduct a self-evaluation no less than once every three (3) years. The Board may elect to conduct a self-evaluation more frequently at its discretion. The schedule for each evaluation cycle must be established by the Executive Committee and confirmed by the full Board.

5 Process

- 5.1 **Administration.** The chair of the Board, in coordination with the president of the university and the secretary to the Board, must administer the self-evaluation process.
- 5.2 **Instrument.** The self-evaluation must be conducted using a written instrument approved by the Board. The instrument must assess Board performance in areas including, but not limited to:
- Board member orientation, expectations, peer support, and communication with the president.
 - Board meeting engagement, including consideration of dissenting views, opportunities to ask questions, and access to administrative officers and relevant information.
 - Oversight of the university's mission, image, and strategic direction, including understanding of the university's strategic plan and communication of the university's public role and service.
 - Governance responsibilities, including fiduciary responsibility, policy review and approval, and familiarity with faculty governance.
 - The Board's role in the support and evaluation of the president, including the relationship of the presidential evaluation to institutional goals and the applicable State of South Carolina evaluation process.
 - Fiscal and physical stewardship, including financial condition, planning assumptions, fundraising support, investment oversight, Board capacity, and long-range facilities planning.
 - Institutional policy effectiveness, including the adequacy and timeliness of policies and procedures and opportunities for trustees to provide open-ended suggestions for strengthening the Board.

The Board may draw upon frameworks and resources developed by the Association of Governing Boards of Universities and Colleges (AGB) or similar organizations in developing and/or revising its self-evaluation instrument.

- 5.3 **Confidentiality.** Individual Board members' responses to the self-evaluation instrument must be anonymous. Completed instruments must be retained by the secretary to the Board and responses to the self-evaluation instrument must not be attributed to individual Board members. Summary findings must be prepared in aggregate form for Board review.
- 5.4 **Review of Results.** The Board chair must present a summary of evaluation findings to the full Board. The Board must discuss the findings and identify, as appropriate, areas for improvement and recommended actions.

- 5.5 **Documentation.** The secretary to the Board, in coordination with the Office of the President, must retain completed instruments, summary reports, and relevant Board minutes as part of the university's accreditation documentation.

6 Record Retention

- 6.1 The Board of Trustees must maintain administrative correspondence and meeting minutes in accordance with the General Records Retention Schedules¹ for State Colleges and Universities, Subarticle 19 (Trustee Board), issued by the South Carolina Department of Archives and History. Board of Trustees' administrative correspondence (Schedule ST-CU-19-01) must be retained in the originating office for three (3) years and then transferred to the college or university archives for permanent retention. Minutes of Board of Trustees meetings and closely related attachments (Schedule ST-CU-19-02) must be retained in the originating office for five (5) years and then transferred to the college or university archives for permanent retention.
- 6.2 All materials associated with the Board self-evaluation, including instruments, summary reports, and related Board minutes, must be retained for a minimum of ten (10) years and made available to SACSCOC reviewers upon request.

7 Policy Review

- 7.1 This policy must be reviewed by the Board no less than every four (4) years or whenever substantive changes to SACSCOC accreditation standards warrant revision.

8 Authority and References

- SACSCOC Principles of Accreditation: Foundations for Quality Enhancement, Standard 4.2.g (Board Self-Evaluation), 2024 Edition
- Resource Manual for the 2024 Principles of Accreditation, SACSCOC
- Lander University Board of Trustees Bylaws (May 22, 2022)
- South Carolina Code of Laws, Title 59, Chapter 135 – Lander University.

¹ South Carolina Department of Archives and History, "Schedules – General Records Retention Schedules for State Colleges and Universities (Revised 2026)," available at: <https://scdah.sc.gov/records-management/schedules>

9 Policy Revision History

- First draft of policy created by Provost and Vice President of Academic Affairs in collaboration with the Policy Coordinator on 6/25/2026.
- Final policy style revisions applied by Policy Coordinator on 8/7/2026.
- Reviewed by Board of Trustees Policy Committee on 8/11/2026.
- Approved by the Lander University Board of Trustees on 9/1/2026.