



---

### Board Policy 1A.4 System Administration, Appointment of Administrators

#### Part 1. System Office Administrators

Deputy chancellor and vice chancellors are appointed by the Board of Trustees upon recommendation of the chancellor. Other system office administrators are appointed by the chancellor. The chancellor shall recommend salaries for the positions of deputy chancellor, vice chancellor, and general counsel subject to review and approval by the board chair and the chair of the Workforce and Organizational Effectiveness Committee.

#### Part 2. Deputy Chancellor and Vice Chancellors

##### Subpart A. Selection

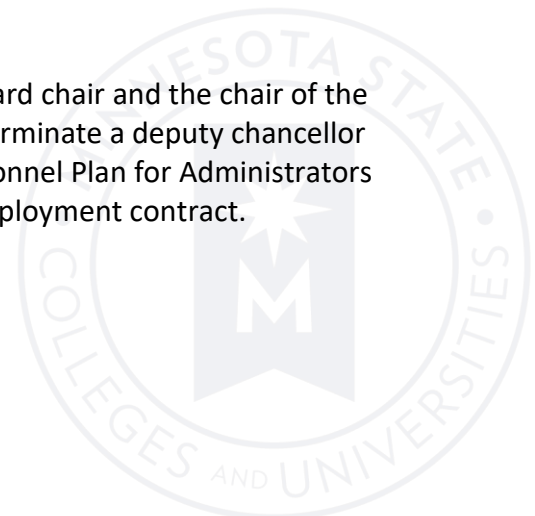
The chancellor may appoint an interim or acting deputy chancellor or vice chancellor for a term of up to one year with the option to extend the appointment for up to one additional year. The chancellor may establish search advisory committees to assist in the process of reviewing applications for the position of deputy chancellor or vice chancellor. The committee members shall be knowledgeable of the duties and responsibilities of the position to be filled and broadly representative of the interests of the system. As an alternative to a search process, the chancellor may use a consultative process. In the event a consultative process is used, the chancellor shall provide written justification to the board chair and the chair of the Workforce and Organizational Effectiveness Committee for that process, and shall consult with system staff, students, and members of the community.

##### Subpart B. Extensions of employment

The chancellor, in consultation with the board chair and chair of the Workforce and Organizational Effectiveness Committee, and with input solicited from the full board, may enter into an employment agreement to extend the employment of a deputy chancellor or vice chancellor.

##### Subpart C. Termination of employment

The chancellor, in consultation and with the approval of the board chair and the chair of the Workforce and Organizational Effectiveness Committee, may terminate a deputy chancellor or vice chancellor in accordance with the Minnesota State Personnel Plan for Administrators and, if applicable, the deputy chancellor or vice chancellor's employment contract.



**Subpart D. Contract expiration**

The employment of a deputy chancellor or vice chancellor ends upon expiration of the employment contract, unless otherwise provided in the employment contract. Expiration of a contract without extension or renewal does not constitute termination under this policy.

**Part 3. Chief Audit Officer**

The Audit Committee of the board shall appoint the Chief Audit Officer. The terms and conditions of the appointment must be governed by the Minnesota State Personnel Plan for Administrators. The chair of the Audit Committee will conduct an annual performance evaluation of the Chief Audit Officer and will consult with the chancellor and the Audit Committee. The annual performance process for the Chief Audit Officer must be similar to the process used for vice chancellors. The chair of the Audit Committee, in consultation with the chancellor, will approve salary adjustments as merited. The Audit Committee of the board may terminate the employment of an individual serving as Chief Audit Officer of Internal Auditing in accordance with the Minnesota State Personnel Plan for Administrators.

**Part 4. General Counsel**

The general counsel is appointed by the Board of Trustees, upon the recommendation of the chancellor. The general counsel serves the system as a whole and does not represent the individual interests of the chancellor, board members, or other particular stakeholders.

The general counsel reports to the board chair and the chancellor and has the right and responsibility to bring issues to the board. The chancellor will consult with the board chair on the annual performance evaluation of the general counsel. The chancellor shall recommend the salary for the position of general counsel subject to review and approval by the board chair and the chair of the Workforce and Organizational Effectiveness Committee. The chancellor, in consultation with the approval of the board chair and the chair of the Workforce and Organizational Effectiveness Committee, may terminate the employment of an individual serving as general counsel in accordance with the Minnesota State Personnel Plan for Administrators.

---

Date of Adoption: 10/19/93  
Date of Implementation: 10/19/93  
Date of Last Review: 09/22/22

**Date and Subject of Amendments:**

- 01/25/23 – technical change replaced the title executive director with chief audit officer.
- 06/22/22 – Was reviewed as part of the 5 year review process, removes Part 1 College and University Administrators which will become part of Board Policy 4.2 Appointment of Presidents. Further amendments remove all references to “president” and “presidents”. The policy is amended to require the chancellor to consult with the board

chair and the chair of the Workforce and Organizational Effectiveness Committee prior to termination of a deputy chancellor, vice chancellor, and general counsel.

09/21/16 - Amended Part 2 to include general counsel and requires salary changes to be reviewed by both the board chair and the chair of the Human Resources Committee. Combined Parts 3 and 4. Added Subpart B. Extensions of employment, Subpart C. Termination of employment, and Subpart C. Contract expiration. Part 4 was amended to clarify the process for the appointment and performance evaluation of executive director of Internal Auditing. Added Part 5. General Council. Additional wording and formatting changes throughout for consistency and clarity.

Additional HISTORY.