

BOARD OF TRUSTEES

MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD POLICY – PROPOSED AMENDMENT
Chapter 1. System Organization and Administration
Policy 1A.3 System Administration, Chancellor

1 **1A.3 System Administration, Chancellor**

2 **Part 1. Appointment of Chancellor.**

3 **Subpart A. Appointment, Compensation and Expenses.** The Board shall appoint the
4 chancellor, set the conditions of employment, establish levels of compensation, and provide for
5 an expense allowance for the chancellor: Consistent with the MnSCU Personnel Plan for
6 Administrators (Section 1.03, subd. 1).

7 **Subpart B. Interim Appointment.** An individual holding an interim appointment as chancellor
8 shall not be eligible for appointment to the position in which she/he is serving as an interim
9 appointee.

10 **Part 2. Chancellor's Duties and Responsibilities.** The chancellor shall be the chief executive
11 officer of the Minnesota State Colleges and Universities system and shall have full executive
12 responsibility for higher education leadership and effective management and operation of the
13 system according to Board policies and state and federal laws. The chancellor's duties and
14 responsibilities shall include but not be limited to implementing Board policy; providing for
15 educational leadership; recommending operating and capital budgets; recommending allocation
16 of resources; planning; oversight of collective bargaining; providing information systems;
17 management of personnel resources; annual evaluation of the presidents; and establishment of
18 committees, including a presidents' advisory council.

19 **Part 3. Evaluation.** The chancellor shall be evaluated by the Board annually based on goals and
20 objectives approved by the Chancellor Performance Review Committee. Board. The Chair shall
21 appoint an ad hoc assessment committee to prepare evaluation materials for the Board's
22 evaluation. The executive director of Internal Auditing shall assist the committee in obtaining
23 data when requested, including conducting and compiling assessment surveys. The chair of the
24 Board shall annually appoint a Chancellor Performance Review Committee comprised of four
25 members of the Board including the Board Chair and the Board Vice Chair. The Chancellor
26 Performance Review Committee shall:

- 27 1. Meet with the chancellor annually in October to codify mutually agreeable goals and
- 28 objectives, method for requesting information from other individuals, and timeline for
- 29 the evaluation process;
- 30 2. Review the chancellor's self-appraisal and meet with the chancellor at least annually to
- 31 discuss his performance, identify opportunities for improvement, and priorities for the
- 32 subsequent year;
- 33 3. Provide the chancellor a written evaluation of his performance the chancellor's

34 [performance](#);

35 4. Upon completion of the review, meet with the Board and the chancellor to report on
36 the results of the chancellor's performance evaluation;

37 5. Recommend to the Board action on merit salary increase or other terms of
38 employment, as appropriate.

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40 ~~4.—The Chancellor Performance Review Committee shall consult with other members of~~
41 ~~the Board and may seek advice and input by engaging a professional, trained and~~
42 ~~experienced in executive performance evaluation. All meetings of the Chancellor~~
43 ~~Performance Review Committee are non-public, personnel meetings; however, the~~
44 ~~Chancellor Performance Review Committee will issue a public report summarizing the~~
45 ~~annual evaluation.~~

46 **Part 4. Delegation.** The chancellor is delegated full authority and responsibility consistent with
47 the duties of chief executive officer to take actions required for the system to function
48 appropriately in accordance with board policy, system procedures, guidelines, and applicable
49 federal and state law, including but not limited to:

- 50 1. Following any board action required by board policy, signing and execution of all legal
51 and financial documents on behalf of the board, including contracts, agreements,
52 instruments relating to real and personal property transactions, and other legal papers;
53 2. Delegating parts of the chancellor's authority to employees under the chancellor's direct
54 supervision; and
55 3. Appointment of personnel, development and enforcement of personnel programs,
56 discipline and termination, and signing collective bargaining agreements following board
57 approval.

58 This delegation is conditioned upon ongoing compliance with applicable statutes and law, board
59 policies, system procedures, guidelines, and other applicable state and federal regulations and
60 policies. The delegation expires upon termination of the chancellor's employment or as otherwise
61 determined by the board.

62 Date of Adoption: 5/17/94,

63 Date of Implementation: 5/17/94,

64 Date & Subject of Revisions:

65 01/17/07 - Adds Part 4, Delegation. Automatically delegates to the Chancellor, as chief executive
66 officer of Minnesota State Colleges and Universities, full authority to take actions required for
67 the system to function properly.

68 9/17/03 - Amended the policy to reflect the following: 1. The chair of the board appoints the
69 members of the ad hoc assessment committee; and 2. the executive director of the Office of
70 Internal Auditing will compile the assessment surveys.

- 71 12/16/98 - Amendment to delete Part 1; Added new Part 1 language; Delete Part 2, Subpart A;
- 72 Added new Part 2 language.

- 73 11/18/98 - Amendment made to move actions pertaining to "presidents" into new policy 4.2