

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
DISCUSSION DRAFT POLICY DOCUMENT**

**PROPOSED AMENDMENT TO
POLICY 4.2 APPOINTMENT OF PRESIDENTS**

1 **Part 1. Presidents.** The president is the chief executive officer of the college or university. The
 2 president shall report to the chancellor and is responsible for leading the college and/or
 3 university faculty, staff and students in developing and implementing the college or university
 4 mission, consistent with the Bboard mission and goals. The president is the primary
 5 spokesperson for college and/or university interests and shall regularly consult with students,
 6 faculty, staff and members of the community. The president shall advise the chancellor, the staff
 7 of the system office, and the Board of Trustees on matters of system policy as appropriate, and
 8 otherwise administer and support all Minnesota State Colleges and Universities policies and
 9 programs. They president shall also lead in generating and sustaining the university/college
 10 vision as an integral part of the Minnesota State Colleges and Universities system. The duties
 11 and responsibilities of the president shall include, but not be limited to, adhering to Bboard
 12 policies and system procedures, employing personnel, providing innovative educational
 13 leadership, allocating campus resources, and implementing the Bboard's strategic plan.

14 ~~Part 2. Appointment of Acting Presidents. Upon advance notification to the chair of the Board,~~
 15 ~~the Chancellor may appoint an acting president for the period of the president's approved leave~~
 16 ~~of absence.~~

17 ~~Part 3. Appointment of Interim Presidents. An interim president may be appointed upon the~~
 18 ~~recommendation of the chancellor and approval by the Board, to temporarily fill a vacant~~
 19 ~~presidency for a term of up to one year with the option to extend the appointment for additional~~
 20 ~~periods.~~

21 **Part 4~~2~~. Presidential Appointments.** Presidents are appointed by the Bboard upon the
 22 recommendation of the chancellor. The chancellor shall utilize one of the following options in
 23 recommending a presidential appointment to the Bboard.

24 **Subpart A. Acting President.** Upon advance notification to the board chair, the
 25 chancellor may appoint an acting president for the period of an incumbent president's
 26 approved leave of absence.

27 **Subpart B. Interim President.** An interim president may be appointed upon the
 28 recommendation of the chancellor and approval by the board, to temporarily fill a vacant
 29 presidency for a term of up to one year with the option to extend the appointment for
 30 additional periods.

1 **Subpart C. President.** Minnesota State Colleges and Universities is committed to hiring
 2 extraordinary leaders who meet the needs of colleges, universities, and their communities
 3 through a selection process that is broadly consultative and transparent. The board chair
 4 and chair of the board's human resources committee oversee the presidential selection
 5 process. The chancellor will provide regular updates to the chairs throughout the process.
 6 The chancellor shall use one of the following options in recommending a presidential
 7 appointment to the board.

8 1. **Subpart A. Search.** When there is a presidential vacancy, it is the board's
 9 expectation that a search will be conducted. An acting or interim president
 10 shall not be considered as a candidate in a search process for the
 11 presidency. ~~When there is a presidential vacancy, the chancellor will normally~~
 12 ~~conduct a search for a president. Whenever a search is to be conducted, the~~
 13 ~~chancellor or designee shall establish a search committee to assist in the~~
 14 ~~process. The committee members shall be knowledgeable of the duties and~~
 15 ~~responsibilities of the position to be filled and broadly representative of the~~
 16 ~~interests of the administrators, faculty, staff, students, community and friends~~
 17 ~~of the institution. The chancellor, with at least one (1) and up to three (3)~~
 18 ~~members of the Board of Trustees, shall interview selected finalists. The~~
 19 ~~chancellor shall recommend a candidate for president of a college and/or~~
 20 ~~university and the Board shall make the appointment. An acting or interim~~
 21 ~~president shall not be considered as a candidate in a search process for the~~
 22 ~~presidency.~~

23 2. **Subpart B. Search Waiver.** The board may waive the search process and
 24 appoint a candidate who best fits the needs of the college or university and the
 25 system. Consideration of a waiver is initiated by a written recommendation to
 26 the board by the chancellor. The board must determine the waiver is in the
 27 best interests of the system. If, upon a written recommendation of the
 28 Chancellor, the Board determines it is in the best interests of the system, they
 29 may waive the search process and appoint a candidate that best fits the needs
 30 of the institution and the system.

31 **Part 3. Search Process**

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 33 **Subpart A. Initial consultation.** At the start of each search, the chancellor shall solicit
 34 input from internal and external constituent groups at the affected college or university
 35 about the qualities sought in the new president.

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 38 **Subpart B. Appointment of search advisory committee.** The chancellor shall appoint
 39 a local presidential search advisory committee and name the chair of the committee. The
 40 committee will identify presidential candidates and make recommendations of candidates
 41 to the chancellor.

42
 43 **Subpart C. Application review and screening interviews.** The search advisory
 44 committee shall have access to all application materials received. The committee shall
 45

1 select candidates to interview and conduct initial screening interviews. The committee
2 shall forward the names to the chancellor of the candidates they believe should be
3 considered to continue in the process, along with detailed assessments of the relative
4 strengths and weaknesses of each candidate.

5
6 **Subpart D. Identification of candidates to visit campuses.** Following receipt of input
7 from the committee, the chancellor shall consider the committee's assessment, as well as
8 any reports from confidential referencing and background checks. The chancellor shall
9 select two to four candidates to visit the college or university and participate in public
10 meetings. The chancellor shall communicate with the committee on the rationale for the
11 chancellor's selection from the committee's recommendations.

12
13 **Subpart E. Opportunity for stakeholder meetings with candidates and stakeholder**
14 **feedback.** Once the finalists are publicly identified, internal and external stakeholders at
15 the affected college or university shall be invited to meet with the candidates on campus.
16 Following the candidate visits to campus, all internal and external stakeholders shall be
17 invited to give confidential feedback directly to the chancellor.

18
19 **Subpart F. Trustee participation.** At least two and up to three members of the Board
20 of Trustees will participate in interviews for the purpose of providing counsel to the
21 chancellor in the formation of the chancellor's recommendation to the board.

22
23 **Subpart G. Chancellor's recommendation to the Board of Trustees.** The chancellor
24 shall present the chancellor's recommendation with a detailed explanation to the board
25 which includes what the internal and external stakeholders expressed about the qualities
26 the new president needs and how the chancellor's recommended candidate fits that
27 description.

28
29 **Subpart H. Communication throughout the search process.** The chair of the search
30 advisory committee is responsible for communication about the search. Throughout the
31 search process, the chair shall provide regular updates to the committee and shall work
32 with college or university staff to post updates on the search website, as appropriate, so
33 that the broader community has the opportunity to follow the public process from start
34 through completion. Following the conclusion of the search, the committee meet to be
35 debriefed on the search.

36
37 **Subpart I. Notification to the board of unsuccessful search.** The chancellor will
38 notify the board in writing that a search was unsuccessful when none of the
39 interviewed candidates resulting from the search are acceptable.

40 41 **Part 4. Search Advisory Committee.**

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43 **Subpart A. Charge.** The search advisory committee is advisory to the chancellor as the
44 chancellor develops a recommendation to the board. Committee members shall serve as
45 stewards on behalf of the interests of the entire college or university community.

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1 **Subpart B. Composition.** Committee members shall be knowledgeable of the duties and
2 responsibilities of the position to be filled and broadly representative of the interests of
3 the faculty, staff, students, administration, community, alumni, and friends of the college
4 or university.

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6 **1. Chair.** The committee shall be chaired by a Minnesota State Colleges and
7 Universities sitting or former president appointed by the chancellor.

8
9 **2. Members.**

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11 a. The chancellor will invite nominations for members of the committee
12 from all internal stakeholder groups and from external stakeholders in the
13 community.

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15 b. The chancellor shall seek to balance the committee to the extent possible
16 in areas such as gender and other diversity; geographic diversity (multiple
17 campuses); liberal arts and technical programs; and student-facing and
18 back office staff. To facilitate committee balance, each constituency
19 nominating a committee member shall submit more nominations than slots
20 attributed to the constituency.

21
22 c. The committee shall be comprised as follows:

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24 i. two members of the teaching faculty at an affected college or
25 university selected by the faculty organization;

26 ii. one member of the service faculty at an affected university nominated
27 by the service faculty organization;

28 iii. one student (two students for multi-campus colleges or universities)
29 nominated by the student association;

30 iv. one member from each additional affected college or university
31 bargaining unit nominated by their bargaining unit;

32 v. up to three members of the public with a connection to the affected
33 college or university having knowledge of the affected college or
34 university and its needs nominated by the public; and

35 vi. two administrators who are employees at the affected college or
36 university.

37
38 **Subpart C. Committee support.** The system office shall coordinate the overall search
39 process, and provide training to the committee. The chief human resources officer of the
40 affected college or university will be the liaison between the affected college or
41 university and the committee and will provide professional human resources support to
42 the committee. The chancellor may engage a professional search consultant to assist in
43 the recruitment of candidates.
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1 **Subpart D. Expense reimbursement allowed.** Members of the committee shall receive
 2 no compensation for their services, but shall be reimbursed for actual expenses incurred
 3 in performing services for the committee, consistent with expense procedures for state
 4 employees.

5 **Part 5. Salaries.** In consultation with the board chair and the chair of the human resources
 6 committee, The the chancellor shall determine salaries for the position of president within the
 7 parameters of the Personnel Plan for MnSCU Administrators as approved by the Bboard and
 8 within Bboard approved salary ranges, and The chancellor is the designated appointing authority
 9 for all other personnel actions pursuant to Minnesota statutes.

10 **Part 6. Terminations and Contract Expiration.**

11 **Subpart A. Termination of Employment.** The chancellor, upon advance notification to
 12 the ~~Chair of the Bboard chair~~, may terminate a president in accordance with the
 13 Personnel Plan for MnSCU Administrators and, if applicable, the president's employment
 14 contract.

15 **Subpart B. Contract Expiration.** A president's employment ends upon expiration of the
 16 employment contract, unless otherwise provided in the employment contract. Expiration
 17 of a contract without extension or renewal does not constitute termination under this
 18 policy.

19 **Related Documents:**

- 20 • Policy 4.1 Personnel Plan for MnSCU Administrators

21 **Policy History:**

22 *Date of Adoption: 11/18/98,*

23 *Date of Implementation: 11/18/98,*

24 *Date & Subject of Revisions:xx/xx/xxxx – (add information)*

25 *11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term*
 26 *"Office of the Chancellor" to "system office," and to make necessary related grammatical*
 27 *changes.7/18/07 - Amended Part 1 to clarify and update the language. Amended Part 6, Subpart*
 28 *A, Termination of Employment, the chancellor may terminate a president during the term of the*
 29 *presidential employment agreement with advance notice to the chair of the board.*

30 *Click here for additional 4.2 **HISTORY***

31 *POLICY CONTENT FORMAT:*

32 *Single underlining represents proposed new language.*

33 *Strikeouts represent existing language proposed to be eliminated or relocated.*