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

#### Part 1. College and University Administrators

Presidents are appointed by the board upon the recommendation of the chancellor. Other college and university administrators shall be appointed by the president.

#### Part 2. System Office Administrators

Deputy chancellors, vice chancellors, and the general counsel are appointed by the board upon recommendation of the chancellor. Other system office administrators are appointed by the chancellor. The chancellor shall determine salaries for the positions of deputy chancellor, vice chancellor, and general counsel subject to review by the board chair and the chair of the Human Resources Committee.

#### Part 3. Deputy Chancellor and Vice Chancellors

##### Subpart A. Selection

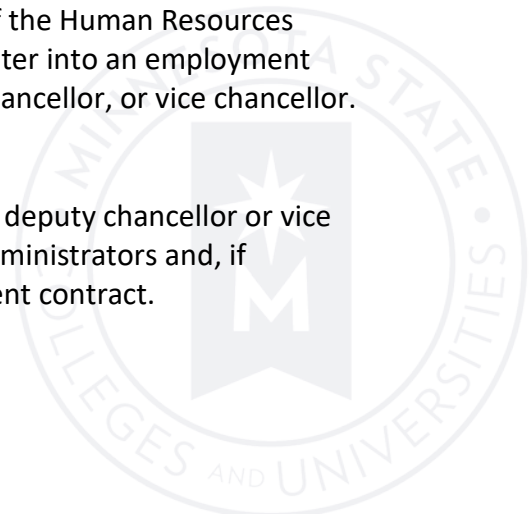
The chancellor may appoint an interim or acting deputy chancellor or vice chancellor for a term of up to one year with the option to extend the appointment for up to one additional year. The chancellor may establish search advisory committees to assist in the process of reviewing applications for the 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 Human Resources 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 Human Resources Committee, and with input solicited from the full board, may enter into an employment agreement to extend the employment of a president, deputy chancellor, or vice chancellor.

##### Subpart C. Termination of employment

The chancellor, after notifying the board chair, may terminate a deputy chancellor or vice chancellor in accordance with the Personnel Plan for MnSCU 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 4. Executive Director of Internal Auditing**

The Audit Committee of the Board of Trustees shall appoint and determine the salary for the executive director of Internal Auditing. The terms and conditions of the appointment shall be governed by the Personnel Plan for MnSCU Administrators. The chair of the Audit Committee will conduct an annual performance evaluation of the executive director and will consult with the chancellor and the Audit Committee. The annual performance process for the executive director shall 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 Board of Trustees may terminate the employment of an individual serving as executive director of Internal Auditing in accordance with the Personnel Plan for MnSCU Administrators.

#### **Part 5. General Counsel**

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 chancellor but has the responsibility for bringing issues to the board if, in the general counsel's professional judgment, it is in the best interests of the system. The chancellor will consult with the board chair on the annual performance evaluation of the general counsel. The chancellor may terminate the employment of an individual serving as general counsel after consultation with and approval by the board chair.

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Date of Adoption: 10/19/93  
Date of Implementation: 10/19/93  
Date of Last Review: 09/21/16

#### **Date and Subject of Amendments:**

*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.