

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5101 College Presidents

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BOARD POLICY

APPOINTMENTS

Presidents shall be appointed by the Board of Trustees. When making Presidential appointments, the Board may take into consideration recommendations from the Chancellor and any search committee(s) comprised of College and other constituent groups authorized by the Board. The selection process shall follow equal opportunity hiring requirements. Acting or interim appointments to the position of President may be made by the Chancellor after appropriate consultation with the Board.

CONTRACT

Initial Contract. An initial contract for a President shall be for a period of two (2) years with a salary level which is determined annually.

Contract Renewal. Contracts may be renewed at the discretion of the Board. Such renewal shall be for an additional one (1) year period with a salary level determined for the upcoming year. Written notice of non-renewal shall be given by June 30 prior to the final contract year. No advance notice shall be required in the event of dismissal for cause.

Nonrenewal. If a President is given a non-renewal notice, a President may be reassigned administrative or other duties at one of the State Colleges or in the System Office. An alternate arrangement may be negotiated which is mutually agreeable to the President and the Board that may involve relinquishing the office, with the Board purchasing the remainder of the contract, up to a maximum of six (6) months. This provision shall not apply where dismissal is a result of malfeasance or gross neglect of duty

Termination. A President may be dismissed for cause during contract period by the affirmative votes of four (4) Board members.

Prior to voting, the Board shall provide the President with a written recommendation regarding the proposed dismissal and shall afford the President an opportunity to request a hearing before a hearing officer appointed by the Board. The President must submit a written request for such a hearing to the Chancellor within five (5) calendar days of receipt of the written notice.

A hearing officer shall conduct a hearing and provide written findings and recommendations to the Board regarding the proposed dismissal. A copy of the findings and recommendations shall be provided to the President and the Chancellor. A hearing officer shall admit and consider evidence submitted by the parties in the form of documents or the testimony of witnesses. The President shall have the right to attend the hearing, to present evidence, to examine documents, to question witnesses, and to otherwise present any relevant evidence with respect to the statement of reasons for dismissal. The President shall also have the right to be represented by an attorney at his/her own expense. After considering a hearing officer's findings and recommendation, the Board shall make a decision regarding the dismissal. The Board's decision will be final.

DUTIES

The Presidents are responsible to the Board and the Chancellor for the administration of the Colleges under Board policy and the laws of the state and federal government. Examples of duties are as follows:

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1. Appointing all personnel within the parameters of the College's specified personnel allocations in their approved budgets, reporting appointments to the Chancellor, and designating the appropriate officials to make the necessary administrative decisions. A personnel appointment that represents a new position, a previously unfunded position, or an increase in budgeted FTE must be approved by the Chancellor prior to its effective date. The Chancellor shall report such changes to the Board on a regular basis.
 2. Developing new courses of study in such curricular areas and to attain educational objectives as the Board may authorize.
 3. Reporting regularly to the Chancellor concerning effectiveness of the instructional programs with recommendations for any modification of policy.
 4. Directing the preparation of a budget designed to support the educational program of the College for consideration and adoption by the Board.
 5. Supervising the maintenance of financial records of the College and making regular reports to the Chancellor concerning the status of receipts, expenditures, debts and investments.
 6. Consulting with the Chancellor on the agenda for all regular and special Board meetings and submitting required Board reports.
 7. Reporting the actions of the Board and Chancellor to staff, press and community at large.
 8. Preparing an annual fiscal report in cooperation with the Chancellor.
 9. Assuming joint responsibility with the Board and Chancellor, through agreed upon procedures, for establishing and maintaining good press and public relations.
 10. Organizing the College for effective operation; providing for continuous planning; making provisions for periodic reviews and critical evaluation; and establishing procedures and responsibilities for faculty and staff participation in College affairs.
 11. Establishing and operating a system of communication by which each member of the faculty and staff can be kept informed of the important activities and plans of the College and whereby the administration and the Board can be informed of the proposals and problems of the faculty and administrative staff.
 12. Attending all Board meetings except as specifically exempted.

PERFORMANCE EVALUATIONS

Policy Objective. The performance of each President shall be evaluated annually by the Chancellor. The objectives of the evaluations are to (1) determine that the College is well managed, (2) improve the performance of those holding the positions, (3) ensure effective governance, and (4) ensure that sound institutional goals are being pursued. The evaluation provides the Presidents with an evolving understanding of their roles, rights and responsibilities; the plans, goals and expectations mutually agreed to by the Presidents and the Chancellor; and the criteria against which progress will be measured. The review is also to provide an opportunity for open and frank discussion of the conditions or state of accomplishments; and desirable courses of action, progress, and ideas for improvement or redirection of effort. A written summary of the evaluation will be placed in the President's file.

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New Appointees. Newly appointed Presidents meet with the Chancellor after six (6) months in office to provide his/her assessment of the state of the College, goals and objectives and possible plan(s) for their implementation. During this meeting the President makes an assessment of the needs of the College, and proposes plans and priorities for action.

Annual Evaluation. Each President will have an evaluation conference with the Chancellor once a year prior to employment contract renewal. The conference will focus on progress toward meeting missions and goals, program accomplishments, College activities, problems and proposed solutions, the state of the College. The conference will supplement the continuing exchanges about College events between the President and the Chancellor.

In preparation for the evaluation, each President will prepare a report for the Chancellor which includes the previous year's plans and priorities, and progress toward meeting them. The report will also include the plans and priorities which are intended to be accomplished in the future. Other material should be included as appropriate to assure the Chancellor's and the Board's understanding of College issues which address the important circumstances of the President's evaluation.

Policy Adopted: 4/24/92
Policy Revised: 6/5/93
Policy Revised: 8/29/97
Policy Revised: 6/2/06
Policy Revised: 6/2/11