

# PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5100**

**Chancellor**

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## **BOARD POLICY**

### **APPOINTMENTS**

The Chancellor for the Nebraska State College System shall be appointed by the Board of Trustees. When appointing the Chancellor, the Board may take into consideration recommendations from any advisory search committee(s) comprised of College and other System constituent groups appointed by the Board. The selection process shall follow equal opportunity hiring requirements. Acting or interim appointments to the position of Chancellor may also be made by the Board.

### **CONTRACT**

Initial Contract. An initial contract for the Chancellor 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 the Chancellor is given a non-renewal notice, the Chancellor may be reassigned administrative or other duties in the System Office. An alternate arrangement may be negotiated which is mutually agreeable to the Chancellor 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. The Chancellor may be dismissed for cause during the contract period by the affirmative votes of four (4) Board members.

Prior to voting, the Board shall provide the Chancellor with a written recommendation regarding the proposed dismissal and shall afford the Chancellor an opportunity to request a hearing before a hearing officer appointed by the Board. The Chancellor must submit a written request for such a hearing to the Board Chair 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 Chancellor. A hearing officer shall admit and consider evidence submitted by the parties in the form of documents or the testimony of witnesses. The Chancellor 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 Chancellor 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 Chancellor is responsible to the Board for administration and oversight of the Colleges according to Board Policy and the laws of the state and federal government. The Chancellor shall report directly to the Board on matters of policy and administration in academics and operational areas for the System and shall act as the Secretary for the Board of Trustees.

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The Chancellor shall have broad delegated authority to carry out the duties and responsibilities enumerated herein, including the authority to interpret and secure implementation of Board Policy and to establish administrative regulations and policy for the proper governance of the System. The Chancellor is responsible for policy implementation and System administration by providing vision, leadership, planning, advocacy, coordination and management for the System with a commitment to quality management and with particular attention to maintaining and strengthening the Colleges' services to Nebraska citizens. Examples of duties are as follows:

- 1) Function as the Chief Administrative Officer for the Board and System Office Staff, Chief Executive Officer of the Nebraska State College System and supervise the Presidents.
- 2) Assist the Board in policy development and oversight, direct, and lead policy implementation through planning, fiscal management, educational program development and overall operations of the System.
- 3) Chair the Council of Presidents which is responsible for providing leadership for the general direction and operation of the System.
- 4) Maintain and distribute, as appropriate, minutes and records of Board proceedings and operations; make reports as required by law; arrange Board meetings in accordance with the law; and sign contracts on behalf of the Board in accordance with Board Policy.
- 5) Act within certain powers and duties in regard to publication and distribution of amendments, corrections or clarifications of the Board's adopted by-laws and policies in accordance with Article XIV of the Board's By-Laws.
- 6) Execute and administer the policies, decisions and rules of the Board.
- 7) Prepare and present Board meeting agenda items and recommendations to the Board for decision-making.
- 8) Act as the person through whom matters are presented to the Board and committees of the Board, including reports, recommendations and suggestions from the Colleges, faculty members, employees and students, and agents of the executive and legislative branches of state government.
- 9) Review and approve, prior to the effective date, all personnel appointments made by the Presidents that represent a new full-time position, a previously unfunded position, or an increase in budgeted FTE, and report such changes to the Board on a regular basis.
- 10) Oversee collective bargaining within the System and implement the approved contracts.
- 11) Establish programs and otherwise adjust the terms and conditions of employment for employees not covered by collective bargaining agreements or otherwise address changes in policies or procedures necessary to correspond to changes provided to employees covered by collective bargaining agreements if, in the judgment of the Chancellor, the further or uniform application of such policy or benefits is appropriate. Any changes made under this authority are to be reported to the Board immediately thereafter on the meeting information agenda.
- 12) Serve as the official representative of the Board and the Colleges and entities it governs to the general public, the Legislature, the Office of the Governor, the Executive Branch, and to other state and federal governmental entities.

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- 13) Act on behalf of the Board during the interim between meetings consistent with Board policy.
- 14) Take immediate action on behalf of the Board when necessary to preserve state property or to continue operations and programs of the Colleges.
- 15) Organize and execute, under the direction of the Board, inter-institutional studies and activities.
- 16) Review and analyze the academic program recommendations and plans of the State Colleges, and submit recommendations to the Board on such programs and plans.
- 17) Review and analyze the budget recommendations of the Colleges and submit recommendations on the budgets to the Board.
- 18) Prepare the fiscal year and biennial budget requests of the Colleges which are submitted to the Governor and the Legislature.
- 19) Act on behalf of the Board as the sole authority authorized to request opinions from the Attorney General's Office, the Department of Administrative Services, the Legislative Fiscal Office, and coordinate legal services and proceedings of the Colleges and entities governed by the Board.
- 20) Act as the official designee of the Board to perform any duty or hold any office required by state or federal law not otherwise assigned by the Board.

### PERFORMANCE EVALUATIONS

The performance of the System Chancellor will be evaluated annually by the Board. The objectives of the evaluation are to (1) determine that the system is well managed, (2) improve the performance of the person holding the position, (3) ensure effective governance, and (4) ensure that sound System goals are being pursued. The evaluation provides the Chancellor with an evolving understanding of his/her role, rights and responsibilities; the plans, goals and expectations from the Board; 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; desirable courses of action, progress, and ideas for improvement or redirection of effort. A written summary of the evaluation will be placed in the Chancellor's file.

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

Annual Evaluation. The Chancellor has an evaluation conference with the Board 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 and the state of the System. The conference will supplement the continuing exchanges about System events between the Chancellor and the Board.

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In preparation for the evaluation, the Chancellor will prepare a report for the Board 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 Board's understanding of System issues which address the important circumstances of the evaluation.

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