EXECUTIVE CONTRACTS/NOTICES OF APPOINTMENT FOR CHANCELLOR AND INSTITUTION PRESIDENTS

POLICY/PURPOSE

To ensure effective documentation of the employment relationship between the State Board of Higher Education and the OUS Chancellor and institution presidents, the Office of the State Board and the Office of the Chancellor will deploy the following procedures in negotiating, memorializing, communicating, and retaining employment agreements.

AUTHORITY/CROSS-REFERENCES

- Oregon Revised Statutes Chapter 351
- Oregon Revised Statutes Chapter 352
- Oregon Administrative Rules, Division 20
- Oregon Administrative Rules, Division 21
- Board Policy on Policies & Internal Management Directives
- Board Policy on Executive Leadership and Management
- Board IMD on Executive Searches, Appointment, and Management

PROCEDURES/GUIDELINES/PROCEDURES

(A) New Appointments

(1) Prior to the appointment of a new Chancellor or institution president, the Office of the State Board will prepare, at a minimum, with the assistance of the OUS Office of Human Resources and/or the Office of the Legal Counsel, a written notice of appointment for the new Chancellor or institution president. The notice of appointment will, at a minimum, include the required terms and conditions of employment including, but not limited to compensation, from all sources, the term of appointment, the applicability of Board and institution rules and policies, and that a formal employment contract is contemplated and will be negotiated with the Board president, in the case of a new Chancellor, or with the Chancellor, in the case of a new institution president.

(2) The notice of appointment described in section (1) will include a space for the new Chancellor or institution president to acknowledge receipt of the notice of appointment by his/her signature.

(3) The notice of appointment described in section (1) will not be required if a formal contract is prepared to the satisfaction of the parties and ready for execution immediately following the public appointment of the new Chancellor or institution president.

(4) Immediately following the appointment of a new Chancellor or institution president, either a written notice of appointment described in section (1) or a formal written contract described in section (3) will be executed. Original copies will be distributed to the following:

(a) the new Chancellor or institution president;

(b) the Office of the State Board, which will retain the Board’s official copy;

(c) the Office of the OUS Legal Counsel; and

(d) in the case of a new institution president, the institution’s Office of Human Resources.
(5) If a written formal contract is not prepared to the satisfaction of the parties immediately following the appointment of a new Chancellor or institution president, the parties will, as soon as practicable, negotiate the formal contract that will govern the employment relationship and will supersede the notice of appointment described in section (1).

(B) Wage Adjustments

(1) If a Chancellor or an institution president receives a wage or compensation adjustment in the course of his/her term of appointment, as approved by the Board or Chancellor, as appropriate, the Office of the State Board will prepare a written notice of wage adjustment.

(2) Immediately following the approval of a wage or compensation adjustment, the Office of the State Board will distribute copies of the written notice of wage adjustment to the following:

   (a) the new Chancellor or institution president;

   (b) the Office of the State Board, which will retain the Board’s official copy;

   (c) the Office of the OUS Legal Counsel; and

   (d) in the case of a new institution president, the institution’s Office of Human Resources.

(C) Reappointments

(1) Prior to the reappointment or extension of the contract term of a Chancellor or institution president, the Office of the State Board will prepare, at a minimum, with the assistance of the OUS Office of Human Resources and/or the Office of the Legal Counsel, a written amendment to the formal employment contract, memorializing the new term of employment.

(2) Immediately following the approval of a reappointment or extension of the contract term, the Office of the State Board will distribute copies of the written amendment to the following:

   (a) the Chancellor or institution president;

   (b) the Office of the State Board, which will retain the Board’s official copy;

   (c) the Office of the OUS Legal Counsel; and

   (d) in the case of a new institution president, the institution’s Office of Human Resources.

DOCUMENT HISTORY

- Promulgated October 8, 2010, by majority vote of the Board.
- IMDs 1.040, 1.045, and 1.140 through 1.155, repealed Meeting #843, October 8, 2010