

## Executive Staff of the Chancellor

On October 14, 2022, the ad hoc Committee to Review the Roles and Responsibilities of the Chancellor met and walked through a discussion guide that was utilized to facilitate conversation and establish consensus on issues previously raised by the committee that were considered critical decisions concerning the role of the Chancellor as chief executive of the system. In that discussion, the Committee acknowledged that the *Handbook* does not clearly identify the key positions that are included in the Chancellor's Cabinet.

**Consensus of Committee:** Based on the consensus of the ad hoc Committee to Review the Roles and Responsibilities of the Chancellor, revise the *Handbook* to define executive staff that are appointed by the Chancellor to include the positions of Chief General Counsel, Chief Financial Officer, and Chief Academic Officer and further provide that any salary adjustments for executive staff appointed by the Chancellor shall be reported to the Board annually.

Staff recommends amending *Title 4, Chapter 2, Section 3*. See attached Policy Proposal.

## POLICY PROPOSAL

### Title 4, Chapter 2, Section 3

Duties and Responsibilities of System Administration Executive Staff

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

#### Section 3. Duties and Responsibilities of System Administration Executive Staff

The Chancellor may, as provided in Title 2, Chapter 1, *Section 1.6* of the Code, appoint certain executive staff to assist with the effective operation of the NSHE, to include [~~Vice Chancellors, System General Counsel~~] *a vice chancellor for legal affairs (chief general counsel), vice chancellor for budget and finance (chief financial officer), vice chancellor for academic and student affairs (chief academic officer)*, and any other administrative positions that may report directly to the Chancellor. The Chancellor shall notify the Board in writing when a new Vice Chancellor or equivalent position is added. *Except for cost-of-living adjustments approved by the state legislature, any salary adjustments for executive staff appointed by the Chancellor shall be reported to the Board annually.* The duties, responsibilities, job descriptions, and annual evaluation guidelines for System Administration executive staff shall be stated in writing and maintained on file in the Chancellor's Office.

In the event a professional conflict of interest arises with respect to the reporting line between the System General Counsel and the Chancellor, the System General Counsel shall report directly to the Board Chair until such time as the conflict of interest is removed.