



State University of New York

Memorandum to Presidents

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From: Office of the Chancellor

Office of the Chancellor
PROGRAMS AND RESEARCH

Subject: Amendments to Policies of the Board of Trustees
(Campus Officer Appointments/Study Leaves/Term Appointments)

To: Presidents, State-operated Campuses

The following is a summary of recent action by the Board of Trustees revising several provisions of the Policies of the Board:

1. Appointment of Campus Chief Administrative Officer

Article IX, Title A, of the Policies was amended to conform these provisions to changes in the "Guidelines for the Selection of a President When a Vacancy Occurs at a State-operated Campus of State University of New York" which had previously been approved by the Board of Trustees (see Memorandum to Presidents, Volume 92, No. 2, dated January 30, 1992). As you may recall, one of the major changes to the presidential selection guidelines was the one calling for a single search committee composed of campus council members and constituency representatives. This provision has now been formally incorporated into the Policies of the Board of Trustees.

2. Designation and Appointment of College Administrative Officers

The amendments to the Policies adopted by the Board also changed provisions in Title B of Article IX which deal with the designation and appointment of college administrative officers and especially the role of the Chancellor in that process. Prior to the amendment, the Policies had placed responsibility on the Chancellor to determine both the administrative officer structure at the State-operated campuses and to appoint those officers upon the recommendation of the campus president.

The amendments, which are more consistent with current understandings and expectations for the leadership responsibilities of campus presidents, place initial responsibility on campus chief administrative officers to determine the college administrative officer structure subject to the approval of the Chancellor.

Appointment of individuals to college administrative positions of Vice President or equivalents, rather than being made by the Chancellor, are, as a result of the proposed amendments, to be made by the campus president, effectively placing full responsibility in the campus chief administrative officer for the appointment of all management/confidential campus administrative officers and staff. Appointments to these positions are to be reported to the Chancellor.

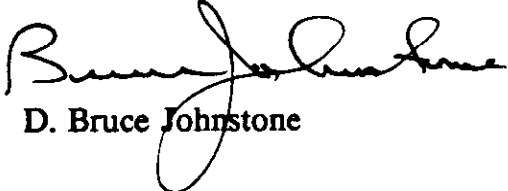
3. Study Leaves

Article XIII, Title H, of the Policies was also amended to clarify provisions dealing with study leaves for the Chancellor and campus presidents. The changes clarify that vacation leave accrued for both "third" year and "fifth" year leaves is to be credited toward leave time requested and, with respect to fifth year leaves, to also provide that time equivalent to a one-semester leave may be used rather than requiring that leave be taken in one uninterrupted period of a single semester.

4. Term Appointments

The amendments also make one change to provisions in the Policies (Article XI, Title D) related to term appointments for employees in part-time service which were required as a result of agreements reached during the recently-concluded collective negotiations between the State and United University Professions. As a result, further employment at any college of an individual who has been employed at that college on a part-time basis for six (instead of eight) consecutive semesters in a position in the professional services negotiating unit shall be on the basis of a term appointment.

A full text of the amendments is attached for your information.


D. Bruce Johnstone

Attachment

This memorandum for information to:

Presidents, Community Colleges
President Coll
Provost Nesheim

Resolved that §§333.1(a), 333.5 and 333.6 of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, constituting Article IX, Title A, §1(a), and Title B, §1 and §2, respectively, of the Policies of the Board of Trustees, as last amended by Resolution 90-138, adopted June 27, 1990, be, and hereby is, amended to read as follows (brackets denote old material to be deleted; underlining denotes new material to be added):

TITLE A--CHIEF ADMINISTRATIVE OFFICER

Section 333.1 Appointment.

- (a) There shall be a chief administrative officer of each [college. The chief administrative officer shall be appointed by the board of trustees, after receipt of recommendations of the college council and also of the chancellor, and the appointee shall serve at the pleasure of the board of trustees. Before making its recommendations, the college council shall consult with the committee of the college faculty designated for such purpose by the faculty and with representatives of the administrative staff and the student body.] state-operated institution of the university who shall be designated president. Presidents shall be appointed by the board of trustees after receipt of recommendations of the campus councils (or of the trustees of the College of Environmental Science and Forestry) and of the Chancellor, and shall serve at the pleasure of the board of trustees. Before making its recommendations the campus council shall consult with a presidential search committee designated for such purposes by the chair of the council and comprised of members of the various campus constituencies, including faculty, students, professional employees, administration, alumni and members of the council. Reflecting the significance of the role that faculty are expected to play in academic governance, the faculty should predominate among the non-council constituencies on the search committee. The chancellor, or designated representative, before making recommendations to the trustees, shall consult with the chair or other designated representative of the college council.

TITLE B--COLLEGE ADMINISTRATIVE OFFICERS

333.5 **Designation.** There shall be such college administrative officers for each college as may be determined by the [chancellor after receiving the recommendation of the chief administrative officer of the college] chief administrative officer of the college with the approval of the chancellor.

333.6 **Appointment.** [Appointments of college administrative officers with the title of vice-president or its equivalent shall be made by the chancellor after receiving the recommendation of the chief administrative officer of the college concerned; the chancellor shall report such appointments to the board of trustees.] Appointments of all [other] college administrative officers and professional staff not in a negotiating unit established pursuant to article 14 of the Civil Service Law shall be made by the chief administrative officer of the college; such appointments shall be reported to the chancellor. [Initial appointment or recommendation for appointment] Appointment of academic officers, such as vice-president for academic affairs, academic deans and others with similar responsibilities, shall be made after consultation with the faculty.

and, be it further

Resolved that §335.11(b)(1) of said Title, constituting Article XI, Title D, §2(a)(1), of said Policies, as last amended by Resolution 90-138, adopted June 27, 1990, be, and hereby is, amended to read as follows:

TITLE D--TERM APPOINTMENT

335.11 Eligibility.

(b) Part-time service.

- (1) Further employment at any college of an individual who has been employed at that college on a part-time basis for [eight] six consecutive semesters in a position designated as being in the Professional Services Negotiating Unit shall be on the basis of a term appointment. In computing consecutive semesters of part-time service for the purposes of appointment or reappointment

under this subdivision, periods of leave of absence at partial salary or without salary shall not be included, but shall not be deemed an interruption of otherwise consecutive service. An individual who has been granted term appointment but for whom classroom enrollment is inadequate shall have no entitlement to salary, benefits, or any other rights or privileges.

and, be it further

Resolved that §§337.31 and 337.32 of said Title, constituting Article XIII, Title H, of said Policies, as last amended by Resolution 90-138, adopted June 27, 1990, be, and hereby are, amended to read as follows:

**TITLE H--STUDY LEAVES FOR THE CHANCELLOR
AND CHIEF ADMINISTRATIVE OFFICERS**

337.31 Third year of service. The board of trustees may grant the chancellor and the chief administrative officer of each college a two-month study leave at full salary during every third year of service subsequent to the date of initial appointment or the date of the last leave taken pursuant to this Title[, in lieu of vacation leave accrued for the third year of service]. Vacation leave accrued for the third year of service shall be credited toward the study leave. Such leave shall be for the specific purpose of improving the administrative and academic performance of the chancellor and of the chief administrative officer.

337.32 Five years of service. The board of trustees may grant the chancellor and the chief administrative officer of each college a one-semester study leave or equivalent at full salary at the end of a period of five years of service subsequent to the date of initial appointment or the date of the last leave taken pursuant to this Title [in lieu of vacation leave accrued for the year in which the leave is taken]. Vacation leave accrued during the fifth year of service shall be credited toward the study leave. Such leave shall be for the specific purpose of improving the administrative and academic performance of the chancellor and of the chief administrative officer.