

## **The President**

The president is the chief executive officer of the institution and a member of the Chancellor's executive staff. The president is responsible to the Chancellor for all matters concerning the institution and is an advisor to the Chancellor in matters of inter-institutional policy and administration. The President is the chief spokesperson for the university.

The State Board of Higher Education (SBHE) delegates to the president of each institution full authority and responsibility to administer the affairs of the institution in accordance with SBHE policies, plans, budgets, and standards, including the management and expenditure of all institutional funds, within budgetary and other limitations imposed by law or by the board. (See NDUS policy 305.1)

**Presidential responsibilities** include the following areas:

### **Planning**

The preparation and implementation of both short and long range plans related to institutional goals, academic programs, teaching methodology, research, public service, and the development of the financial, human and physical plant resources to accomplish Board approved goals and objectives for the University.

### **Policy Making Procedures**

The development, use of, and monitoring of administrative organization and policy making structures for the maximum utilization of resources; providing for significant opportunities for involvement of the various University constituencies (faculty, staff, student, alumni, etc.) in these policy making procedures.

### **Personnel**

The recruitment, selection, professional development, promotion, termination, and evaluation of faculty and staff to achieve the goals of the institution.

### **Business Affairs**

The preparation of the biennial and annual salary and general operating budgets and the presentation of these spending plans for approval to various internal and external agencies, including the appropriation hearings of the legislature. The supervision of the allocation process of appropriated funds and local funds in compliance with the policies of the Board and the state of North Dakota.

### **Plant Facilities**

The construction, remodeling/renovation, and maintenance of the physical plant facilities and necessary equipment to support the academic mission of the University.

## **Specific Responsibilities**

The following areas list the State Board approved presidential duties and responsibilities to support the above general areas of responsibility.

### **General**

- Execute directives of the State Board of Higher Education.
- Execute policies formed by the various committees and approved by the Faculty Association.
- Make necessary reports to the State Board of Higher Education and state and federal agencies.

### **Personnel**

- Recruit and select faculty members as needed, following established procedures.
- Define the scope of authority of faculties, councils, committees and administrative officers of the institution.
- Approve all personnel actions, except the award or change in tenure status, involving all faculty members and other institution employees.
- Appoint and determine salaries, consulting with the executive in each of these areas.
- Determine appointment and reappointment salaries of the faculty within the framework of the budget, salary parameters, and tenure policies, consulting with the Vice President for Academic Affairs.
- Ensure necessary directives, memos, and bulletins to staff so that all are aware of their duties.
- Be available for conferences with faculty and students on all types of University problems.
- Review administrative assignments.
- Review promotion, tenure, and dismissal actions, and make final recommendations to the State Board.

### **Business Affairs**

- Approve the annual and biennial budgets before they are presented to the State Board and assist in preparation of the same.
- Collaborate with the Vice President for Business Affairs in supervising the operation and maintenance of plant.
- Present budget requests to the Board of Higher Education, Office of Management and Budget, and the North Dakota Legislature.
- Collaborate with the Vice President for Business Affairs in supervising the building program of the University by negotiating with architects, contractors, loan agencies, and the Board on new building projects.

### **Curriculum**

- Collaborate with the Vice President for Academic Affairs to execute curriculum policies approved by faculty.
- Provide leadership in areas of new program development.
- Collaborate with the Vice President for Academic Affairs to provide leadership in the evaluation of ongoing and new programs.

**Student Personnel Services**

- Collaborate with the Dean of Student Affairs to develop and execute policies governing student life.
- Collaborate with the Dean of Student Affairs to execute the student personnel service program.

**Public Relations/External Affairs/Development**

- Maintain good relations and effective communication with the Chancellor, the SBHE and other North Dakota institutions of higher education and cooperate with other NDUS institutions to improve academic offerings, expand access to higher education, promote faculty development, improve support services, reduce unnecessary duplication and enhance efficiency.
- Supervise the total public relations program of the University.
- Attend alumni meetings and report on the state of the University and its needs.
- Provide leadership for legislative relations.
- Represent the University at public meetings or appoint a University representative.
- Supervise and lead in the development of private giving to the University.
- Keep staff and faculty informed on University affairs.
- Serve on the Board of Directors of the MSU Foundation, and Alumni Association.

**Reviewed: Fall, 2008**

**Revised: Fall 2021**

**Sponsor: President**