

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION Policy and Procedures Manual**  
**ITEM 126-108-R0305**

SUBJECT: PERSONNEL

Policy 711.2 - Criteria for Board of Regents Contract; Non-faculty Personnel

***Effective July 7, 1994; Issued September 28, 1994***

**REPLACE ENTIRE POLICY:**

***Board policy:***

~~1. Administrative employees with substantial policy-making authority and professional employees are eligible to receive a Board of Regents employment contract upon recommendation of the university president and the Commissioner and approval of the Board of Regents.~~

~~A classified position may only be changed to a Regents' contract if the position is vacant and the assigned duties have been modified to meet the provisions of this policy. The position may then be filled through an approved recruitment and selection process.~~

2 a. Each university shall develop a policy defining the specific criteria for receipt of a Board of Regents employment contract in order to:

~~1) provide for consistent treatment of similar positions throughout the university;~~

~~2) maintain the number of Regents' contract employees at the minimum necessary for efficient operation; and~~

~~3) distinguish between administrative and professional employees. Both universities should coordinate their policy development efforts through the Commissioner's Office in order to achieve as much system uniformity as is practical.~~

~~b. A university may change an occupied position from a Regents contract position to a classified position if such position does not meet the criteria established in university policy. The employee shall be provided the same notification required in policy 711.1 prior to any such involuntary change in employment status. The employee's salary will be set in accordance with the state pay plan rules.~~

~~c. A change in employment status may be a condition of a transfer or promotion to a new position.~~

PROPOSED POLICY 711.2

I. Objective:

This policy defines positions eligible for and required to be issued Montana University System (Board of Regents') employment contracts.

II. Criteria:

The following positions shall be issued Montana University System employment contracts upon recommendation of the university president and Commissioner and approval of the Board of Regents.

**OPTION A:**

\_\_\_\_\_ a. Campus Chief Executive Officer

\_\_\_\_\_ b. Vice President. Vice/Associate Chancellor, Provost, Associate Provost

\_\_\_\_\_ c. Associate/Assistant Vice President

\_\_\_\_\_ d. Deputy/Associate Commissioner

\_\_\_\_\_ e. Legal Counsel

**OPTION B: In addition to the above positions:**

\_\_\_\_\_ f. Academic Dean

\_\_\_\_\_ g. Associate Dean

\_\_\_\_\_ h. Department Director with substantial policy-making and budgetary authority (e.g., Director of Facilities Services, Director of Residence Life, Director of Internal Audit). Program directors (e.g., Extended Studies and Summer Programs Director, Volunteer Action Services Director). The Commissioner shall develop and maintain a comprehensive list of department directors included.

\_\_\_\_\_ i. Head Coach

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***History:***

Item 83-002-R0594, Criteria for Board of Regents Contracts; Non-faculty Personnel, approved July 7, 1994.