

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: PERSONNEL

Policy 760 – Service on Outside Governing Boards; Montana University System

**Effective: September 19, 1997; Issued: October 17, 1997**

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**Board Policy:**

A. **Coverage.** This policy applies to upper-level administrative employees of the Montana university system (MUS), including individuals such as the commissioner and deputy commissioner, associate or assistant commissioners, presidents, chancellors, vice-presidents, vice-chancellors, provosts, vice-provosts, deans, legal counsel, and any other comparable positions. Any doubts about coverage should be resolved by assuming the policy applies unless a contrary ruling is secured from the commissioner, who will apprise the regents of his or her decision in such matters.

B. **Allowable Service.** Service on outside boards by MUS personnel can be beneficial for the system. Active participation can strengthen economic development, foster a more complete understanding of the needs and challenges of both university system and private enterprise, and familiarize university system personnel in areas of corporate employee motivation and business efficiencies. Such service will also enhance the outreach of the MUS with business leaders and other potential system benefactors.

C. **Reasonable Compensation.** Service on outside boards should not be thought of as a means of supplemental income. Any compensation paid to a university system employee shall be reasonable and commensurate with the time and responsibilities required. In no case shall the service on an outside board conflict with the individual's duties and responsibilities to the university system.

D. **Prior Approval.** Before any university system official described in section A accepts an offer to participate on an outside governing board of a for-profit corporation, he or she must have prior written approval from the commissioner. The commissioner shall be apprised of the details of the board appointment, including any compensation to be awarded and a statement as to how the appointment might benefit the individual and the university system. The commissioner shall then apprise the board of regents. In the event the commissioner wants to accept an offer to serve on an outside governing board of a for-profit corporation, prior approval shall be required from the board of regents.

E. **Reporting.** On or before July 1 of each year, each covered employee shall provide a list to his or her supervisor of any service on governing or policy-making boards, along with the compensation received within the past 12 months for sitting on those boards. The lists shall be submitted to the commissioner and then to the board of regents.

F. **Job-Related Service.** Service on governing or policy-making boards of educational organizations other than campus foundations may be performed on state time if such service is performed as an integral part of the official's university system job duties. Examples of organizations for which such service may be appropriate include WICHE, NCAA, SHEEO, NAIA, and NACUBO.

History:

Item 96-010-R0997, Service on Outside Governing Boards; Montana University System (NEW)