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**Effective:** December 4, 1984

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## **Policy 1984-14-A: *Terms and Conditions of Employment of Senior Policy Executives***

**See Also:**

**Adopted:** December 4, 1984

**Amended:** July 15, 1986; December 8, 1986; July 15, 1987; January 19, 1988;  
November 15, 1990; April 18, 1991; October 9, 1997; October 12, 2000; January 24, 2013;  
January 22, 2015, and January 26, 2017

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### **A. University President**

Consistent with 24 P.S. § 20-2006-A (Act No. 1982-188), the president shall serve at the pleasure of the Board under fixed terms or contracts of fixed duration and shall perform responsibilities as prescribed in accordance with the act.

#### 1. Appointment and Term

The Board shall appoint a president pursuant to Board of Governors' Policy 1983-13-A: *Process for Recommending Presidential Appointment*. The Board may award or extend a president's employment for a period not to exceed three years in consultation with the chancellor and the council of trustees. In no event, however, may a term of employment be extended more than two times without full qualification by the council as required by 24 P.S. § 20-2009-A.

#### 2. Conditions

The president shall discharge with fidelity all duties prescribed by law and such additional duties as the chancellor and Board may from time to time prescribe. The President shall be supervised by the chancellor and shall be accountable to the chancellor and Board for the faithful discharge of official duties.

The president shall oversee compliance and reporting requirements regarding the annual Campus Safety and Security Report (Clery Report) and required National Collegiate Athletic Association compliance reports, and provide all other certifications as may be required by law or regulation. The president shall certify such oversight on June 30 and December 31 of each year and otherwise as required by the Board or chancellor. This paragraph shall not limit the responsibilities of the President stated under this section.

The president shall reside for the term of the appointment in housing provided by the Board. In the event housing is or becomes unavailable, wholly or in part, the president and the chair of the council of trustees, in consultation with the chancellor, will agree upon an appropriate housing allowance, which shall be paid to the president until housing becomes available.

The president's performance of duties during the term of this agreement shall be evaluated by the chancellor and Board, in consultation with the university council of trustees, pursuant to the Board's performance evaluation policy.

### 3. Salary

The Board shall fix the president's annual salary after recommendation of the chancellor, which shall fall within the ranges established by Board policy. The Board may, during the term of the agreement and at its discretion, grant the president increments, raises, or any other form of increase in compensation.

### 4. Benefits

The president shall receive all employee benefits currently received by management employees of the State System of Higher Education, which consist of benefits contained in the State System of Higher Education's management employee benefits program. Except that for purposes of the group term life insurance benefit, a president shall be entitled to coverage that is equal to two times his or her annual salary on January 1, of each year, rounded to the nearest \$1,000 up to a maximum of \$500,000.

The president shall receive the following benefits and such other benefits as the Board may grant:

- a. An automobile benefit.
- b. Reimbursement for official expenses on a cost basis (which expenses shall be subject to quarterly review by the chair of the university council of trustees and the Board of Governors).
- c. Coverage under the Commonwealth of Pennsylvania's programs for claims arising out of employment-related activities.
- d. Maintenance and support services for the official residence.
- e. At the time of employment, moving expenses will be paid by the university, whether the move is within the State System or into the State System. Reimbursement of reasonable and customary relocation expenses (subject to Internal Revenue Service regulations and PASSHE procurement policy and procedures) will be covered. Reimbursement of costs requires the President to obtain a minimum of three quotes from responsible bidders. Reimbursement will be capped at the amount quoted by the lowest responsible offeror.
- f. Waiver of tuition at any State System university, which shall be applicable to a president's spouse or dependent child. The waiver for an employee's spouse is applicable until the spouse obtains the first undergraduate degree. The waiver for the dependent child is applicable until the child obtains the first undergraduate degree or until he/she reaches the age of 25, whichever comes first. Waiver of tuition for spouses and children shall continue to the limits previously stated if the president should meet one of the following conditions:

- (1) has five or more years of credited service in one of the State System's approved retirement plans and becomes permanently disabled or dies;
  - (2) is retired from the State System and has at least 25 years of credited service in one of the State System's approved retirement plans; or
  - (3) is retired from the State System and is at or above the superannuation retirement age, with at least ten years of credited service in one of the State System's approved retirement plans.
- g. Eligibility for merit-based sabbatical leave will be in accordance with the provisions of 24 P.S. § 1864.3.

#### 5. Spouses

Spouses of presidents will be invited by the chancellor to accept appointment as volunteers in service to the State System of Higher Education under the terms of Board of Governors' Policy 1991-04-A, *Volunteerism*.

#### 6. Termination

The Board at its discretion may terminate the president's employment, with or without cause.

In the event the president's appointment is terminated by Board action, the president shall be paid all compensation and benefits under the terms of the employment agreement.

The president may resign his/her office at any time by providing the Board with 30 days' written notice. The chancellor may waive the notice requirement if the chancellor determines doing so is in the best interest of the university.

### **B. University Provost, Vice Presidents, Academic Deans, and Other Positions**

A provost, vice president, academic deans, and other positions 200 and above within one of the 14 universities or the Office of the Chancellor serves as an appointee and at the pleasure of the respective president or the chancellor ("appointing authority").

#### 1. Appointment

The president or the chancellor shall appoint the provost, vice president(s), academic dean(s), and other positions 200 and above pursuant to 24 P.S. § 20-2010-A or 24 P.S. § 20-2005-A, respectively.

All appointments shall be in compliance with the terms and conditions of Board of Governors Policy 1985-07-A: Management Performance and Reward Program.

#### 2. Conditions

The provost, vice president(s), academic dean(s), and other positions 200 and above shall perform with fidelity duties as may be assigned by the appointing authority. The provost, vice president(s), academic dean(s), and other positions 200 and above shall be supervised by, accountable to, and evaluated at least annually by the appointing authority or appropriate supervisor.

A provost and/or vice president shall be responsible for a major recognized university function encompassing a number of university programs, such as academic affairs, administration, finance, student affairs, university relations, or combinations thereof. An academic dean shall have administrative responsibility for an aggregation of academic disciplines and their faculties.

### 3. Salary

- a. The annual salary shall be set by the appointing authority, within the range established by Board policy, and may be adjusted during the term of the agreement pursuant to the management compensation plan.
- b. The appointing authority shall determine salary through consideration on an individual basis.

### 4. Benefits

- a. A provost, vice president(s), academic dean(s), and other positions 200 and above shall receive all employee benefits currently received by management employees of the State System of Higher Education, which consist of the benefits contained in the State System of Higher Education's management employee benefits program and other benefits as may be approved by the Board.
- b. At the discretion of the appointing authority, at the time of employment, moving expenses may be paid in part or in full by the University, whether the move is within the State System or into the State System. Reimbursement of reasonable and customary relocation expenses (subject to Internal Revenue Service regulations and PASSHE Procurement policy and procedures) will be covered. Reimbursement of costs requires the individual to obtain a minimum of three quotes from responsible bidders. Reimbursement will be capped at the amount quoted by the lowest responsible offeror.
- c. Eligibility for professional development leave as follows:
  - (1) after each seven years of satisfactory service at one or more of the State System universities, five of which must be with the university from which the leave is being sought;
  - (2) for up to, but not to exceed, 18 full calendar weeks (one semester of the academic year) at full pay, or 36 calendar weeks at half pay;
  - (3) upon recommendation by the president, after consultation with the council of trustees; and
  - (4) with the leave normally conditioned upon the agreement to provide one full year of service subsequent to the completion of the approved leave.
- d. Waiver of tuition shall be applicable to a dependent child or a spouse who attends the university where the eligible employee is employed. The waiver is applicable until the child obtains the first undergraduate degree or until he/she reaches the age of 25, whichever comes first. The waiver for an employee's spouse is applicable until the spouse obtains the first undergraduate degree. Fifty percent waiver of university tuition shall be granted for dependent children who attend State System universities other than the university where the eligible

employee is employed. Waiver of tuition for children and spouses shall continue to the limits previously stated should the employee meet one of the following conditions:

- (1) has five or more years of credited service in one of the State System's approved retirement plans and become permanently disabled or die;
- (2) is retired from the State System and have at least 25 years of credited service in one of the State System's approved retirement plans; or
- (3) is retired from the State System and is at or above the superannuation retirement age, with at least ten years of credited service in one of the State System's approved retirement plans.

All other tuition waiver benefits currently enjoyed by these employees shall not be diminished.

#### 5. Termination

Individuals appointed pursuant to B (1) of this policy are at will and shall serve at the pleasure of the appointing authority. An individual may resign his or her position by providing 30 days written notice to the appointing authority.

#### **C. Effective Date**

This amended Policy is effective January 26, 2017.