

**Title 4 - Codification of Board Policy Statements**

**Chapter 2**

**ADMINISTRATIVE OFFICERS**

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**Section 1. Duties and Responsibilities of System Officers**

The duties, responsibilities and job descriptions of the Chancellor and the Presidents of the member institutions shall be as stated in the Bylaws of the Board of Regents.

**Section 2. Appointments and Vacancies of System Officers**

The Chancellor shall establish procedures concerning the appointments and vacancies of System officers.

(B/R 10/04)

**Section 3. Duties and Responsibilities of System Administration Executive Staff**

The Chancellor may, as provided in Title 2, Chapter 1 of the Code, appoint certain executive staff to assist with the effective operation of the NSHE, to include Vice Chancellors, Vice Chancellor of Legal Affairs, and any other administrative positions that may report directly to the Chancellor. The duties, responsibilities, job descriptions, and annual evaluation guidelines for System Administration executive staff shall be stated in writing and maintained on file in the Chancellor's Office.

In the event a professional conflict of interest arises with respect to the reporting line between the Vice Chancellor of Legal Affairs and the Chancellor, the Vice Chancellor of Legal Affairs shall report directly to the Board Chair until such time as the conflict of interest is removed.

(B/R 2/05)

**Section 4. Evaluations**

In accordance with basic principles approved by the Board of Regents, the Chancellor shall maintain written guidelines on file in the Chancellor's Office for the annual performance evaluations of the Chancellor, the institution Presidents and the System Administration staff.

(B/R 3/04)