

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

SUBJECT: PERSONNEL

Policy 711.2 – Board of Regents Employment Contracts

Adopted: July 7, 1994; Revised: November 18, 2016; Revised: November 17, 2017

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**Board Policy**

A. The following positions shall be hired through a Board of Regents (BOR) employment contract:

- ✓ Commissioner of Higher Education (BOR Policy 702.5 is controlling)
- ✓ President (BOR Policy 702.5 is controlling)
- ✓ Deputy Commissioner
- ✓ Chancellor
- ✓ Deans of independently accredited two-year colleges

B. BOR employment contracts:

1. Employees in positions referenced above shall be issued a BOR employment contract specifying salary and other terms of employment. BOR employment contracts are for a maximum of a one-year period and must be approved by the BOR. For the commissioner and presidents, the procedures for multiyear contracts and certain other conditions are governed by BOR Policy 702.5 (Appointment; Executive Contracts; Commissioner and Presidents). Initial contracts for the hiring of a new chancellor, or dean of an independently accredited two-year college may be for a term of up to two years, after which no subsequent contract term may exceed the one-year maximum.
2. For presidents and the commissioner, the notice provisions in BOR Policy 702.5 are controlling. For deputy commissioners, chancellors, and deans of independently accredited two-year colleges, the notice provisions are as follows. Except in cases of mid-contract termination for cause or loss of funding, full-time employees hired through a BOR employment contract shall be given written notice of intent not to renew their contracts at least thirty (30) days prior to expiration during the first year of employment; three (3) months prior to expiration during the second year of employment, or; five (5) months prior to expiration during the third or subsequent years of employment with the institution.
3. All other terms and conditions of employment shall be outlined in the contract.

C. Limitations: No agent of the BOR may make commitments or promises to any employee to extend employment beyond the maximum term authorized in this policy. Any such promises, whether written, oral or implied, are invalid and unenforceable.

D. Salary adjustments for executives working under BOR employment contracts are subject to guidelines approved by the board.

History:

Item 83-002-R0594, Criteria for Board of Regents Contracts; Non-faculty Personnel, approved July 7, 1994; Policy revised by Item 131-116-R0506, Employment contracts and pay guidelines for non-faculty administrators and professionals, approved by the Board of Regents June 1, 2006. Item 173-102-R1116, revised November 18, 2016. Item 177-103-R1117, revised November 17, 2017.