

## 5. College Administration

### 5.1. College President.

5.1.1. Appointment. The President shall be appointed by and serve at the pleasure of the Board. The position shall be exempt from the state classified personnel system.

5.1.2. Duties. The President shall report directly to the Board and shall be the chief executive officer of the College with overall authority and responsibility for the planning and management of all functions and operations of the College, for keeping the Board informed regarding the affairs of the College in a timely and appropriate manner, and for performing such other duties and functions as are assigned and delegated by the Board.

5.1.2.1. Among other duties, the President shall:

5.1.2.1.1. Provide strong and visionary leadership to assure a vigorous intellectual community, advancing the goals and missions of the College, and in planning and development of the College.

5.1.2.1.2. Work and coordinate with the Board to enhance the purposes of the Board and provide educational excellence at the College.

5.1.2.1.3. Serve as a spokesperson and advocate for the College to its external constituencies.

5.1.2.1.4. Be responsive in directing the governmental relations activities of the College.

5.1.2.1.5. Manage and sustain human and fiscal resources in a way that allows the College to accomplish its role and mission in the most effective way.

5.1.2.1.6. Provide effective leadership in raising external support, both public and private, for College programs.

5.1.2.1.7. Be responsible for the preparation and submission of items to the Board on matters requiring formal Board action and on matters requiring informational reports.

5.1.2.1.8. Report directly to the Board on all budget items and all budget issues. The President will be directly responsible for the preparation, presentation to the Board, and implementation of the College's budgets.

5.1.2.1.9. Attend all Board meetings.

5.1.3. Evaluation. The Board will evaluate the President annually. The purposes of this process are to:

- 5.1.3.1. Ensure that sound institutional goals are being pursued and achieved;
- 5.1.3.2. Foster improved institutional as well as individual performance;
- 5.1.3.3. Increase the legitimacy of the office of the President; and
- 5.1.3.4. Familiarize the Board with complex functions, obligations, restrictions and realities that occupy the President.

5.1.4. Evaluation Process.<sup>4</sup>

- 5.1.4.1. The President shall develop objectives and annual goals *and metrics* consistent with the criteria for evaluation.
- 5.1.4.2. The objectives, accomplishment of prior year goals *and metrics*, and proposed goals *and metrics* shall be reviewed by the Board.
- 5.1.4.3. The President will provide brief updates, when appropriate, on progress toward achievement of annual goals *and metrics*.
- 5.1.4.4. The Board will hold an annual meeting with the President to review its evaluation of his/her performance.
- 5.1.4.5. *The Board may conduct a more comprehensive evaluation with the input of an external evaluator every three years, or more or less frequently as it deems necessary.*

5.1.5. Evaluation Criteria. The President shall be evaluated by the Board using the following minimum criteria:

5.1.5.1. Leadership, Planning, Management.

- 5.1.5.1.1. The ability to articulate coherent and exciting visions and core values of the institution and to inspire others toward their fulfillment.
- 5.1.5.1.2. The extent to which the President and the Institution's senior administrative staff are sensitive to the needs of students, faculty, and other internal and external constituents of the institution; the quality of administrative appointments, and the

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<sup>4</sup> Italicized portions added June 1, 2012.

effectiveness and efficiency of institutional financial, marketing, and organizational functions.

- 5.1.5.1.3. The extent to which progress has been made in achieving ethnic and cultural diversity among students, faculty, staff, and administration.
- 5.1.5.1.4. The extent to which both long-term and short-term objectives are accomplished within agreed upon time periods.
- 5.1.5.2. Relationships. The extent to which positive, supportive relationships have been established with students, faculty, community, business, legislative and executive branches of state government, and, special constituencies Board.
- 5.1.5.3. Fund Raising. The extent to which the President has developed and increased significant sources of external support for the institution.
- 5.1.6. Faculty Input to Presidential Evaluation. The College President shall be evaluated by the College faculty using the following minimum criteria:
  - 5.1.6.1. Relationship with Faculty. The extent to which the President communicates effectively with the faculty and faculty governance system and is responsive to faculty policies and concerns, on matters of curricula and academic personnel policies especially.
  - 5.1.6.2. Academic Leadership. Effectiveness of the President in articulating academic values, the academic vision of the College the centrality of the academic mission within the College and to external publics, and the President's knowledge of the College's academic activities.
  - 5.1.6.3. Academic Administration. The sense of the administrative culture and atmosphere from the faculty perspective; the extent to which the President and the vice presidents are responsive to and facilitative of faculty needs.

The faculty's evaluation of the College President shall be presented to the Board by the faculty representative to the Board and the President of the Faculty Senate.

- 5.1.7. Student Input to Presidential Evaluation. The College President shall be evaluated by the students of the College using the following minimum criteria:
  - 5.1.7.1. College's Academic Effectiveness. The extent to which the President supports and promotes the academic mission, learning environment, and overall quality of students' education.

- 5.1.7.2. Physical Environment of Campus. The extent to which the President supports and promotes a safe, aesthetically pleasing, and functional campus for students to access.
- 5.1.7.3. Campus Esprit de Corps. The extent to which the President advocates and promotes the mechanisms to support and avenues to resources on campus to further enhance the overall student morale and college experience.

The students' evaluation of the College President shall be presented to the Board by the student representative to the Board.

5.1.8. Evaluation Meeting.

- 5.1.8.1. The Board will ask for input from the student and faculty representatives to the Board prior to meeting with the President to conduct the evaluation.
- 5.1.8.2. The evaluation meeting shall be a confidential verbal interaction between the Board and the President.

5.2. Vice President for Finance and Administration.

- 5.2.1. The Vice President for Finance and Administration shall be appointed by and serve at the pleasure of the Board. The position shall be exempt from the state classified personnel system.
- 5.2.2. The Vice President for Finance and Administration shall report to the President and serve as the chief financial officer of the College, assuming responsibility for preserving all documentation pertaining to that office.
- 5.2.3. Among other duties, the Vice President for Finance and Administration shall be responsible for representing the Board and the College in administrative and financial actions involving the State Controller, State Auditor, Office of State Planning and Budgeting, Joint Budget Committee and Capital Development Committee; reviewing and compiling the College Budget and monitoring its implementation consistent with Board policies, under the general direction of the President; and performing such other duties and functions as are assigned and delegated by the Board or the President.
- 5.2.4. The Vice President for Finance and Administration may be elected to the position of Deputy Treasurer of the Board and may be directed to perform all duties of that office without additional compensation.
- 5.2.5. The President shall annually evaluate the performance of the Vice President for Finance and Administration.

5.3. Provost and Vice President for Academic Affairs.

- 5.3.1. The Provost and Vice President for Academic Affairs (“Provost”) shall be appointed by and serve at the pleasure of the Board. The position shall be exempt from the state classified personnel system.
- 5.3.2. The Provost shall report to the President and serve as the chief academic officer of the College, coordinating the academic planning and programming activities of the College.
- 5.3.3. The Provost shall serve as the chief executive officer of the College in the event that the President is incapacitated or otherwise unable to perform the duties of that office.
- 5.3.4. Among other duties, the Provost shall assist the College in achieving excellence in academic and related scholarly activities and in developing and gaining necessary approvals for undergraduate and graduate programs appropriate to the role and mission of the College. The Provost is responsible for overseeing the review of academic program proposals and in program review; helping the College in developing and utilizing technology in the delivery of instruction that is responsive to student needs and State expectations; responding to and developing proposals for implementation of the state and institutional quality indicator system; identifying key policy areas that require developing strategies for responses to the Colorado Commission on Higher Education; serving as the primary liaison to the Colorado Commission on Higher Education in academic and student support areas.
- 5.3.5. The President shall annually evaluate the performance of the Provost.

5.4. Vice President for Student Affairs.

- 5.4.1. The Vice President for Student Affairs shall be appointed by and serve at the pleasure of the Board. The position shall be exempt from the state classified personnel system.
- 5.4.2. The Vice President for Student Affairs shall report to the President and manage the planning and supervision of the departments within the College’s Division of Student Affairs.
- 5.4.3. Among other duties, the Vice President for Student Affairs shall be responsible for the management and supervision of student activities, judicial processes, student housing, cultural centers, health services, and campus police.
- 5.4.4. The President shall annually evaluate the performance of the Vice President for Student Affairs.