

**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**

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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/Associate Commissioner
- ✓ Vice President
- ✓ Provost
- ✓ Vice/Associate Provost
- ✓ Chancellor
- ✓ Vice Chancellor
- ✓ Deans of Two-Year Colleges
- ✓ Legal Counsel
- ✓ All other commissioner's staff employed under contracts

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 signed by the applicable president, chancellor, or the Commissioner of Higher Education (CHE), and 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 vice president, provost, chancellor, vice chancellor or two-year college dean may be for a term of up to two years, after which no subsequent contract term may exceed the one-year maximum. Other positions may be considered for an initial contract term of longer than one year in duration at the discretion of the board.
2. 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.