

**SUMMARY: Roles and Authority of  
USHE Governing and Administrative Officers**

ROLE	AUTHORITY	
	Institutional Board of Trustees	State Board of Regents
Appointment of a President	Trustee chair serves as search committee co-chair; executive committee participates in finalist interviews, consults with regents on appointment.	Board chair appoints a regent to serve as search committee co-chair; after consultation with the trustees, the board appoints president who serves at the pleasure of the regents and at salary fixed by the regents.
Performance and Evaluation of a President	Consults with regents through joint meetings and chair serving on regents' annual review team.	Consults with the trustees at least annually through joint meetings, and through appointment of trustee chair to regents' review team.
Regent-Trustees Consultations	The trustees, after notification to the president of the intention to do so, may petition the regents directly on <u>any</u> matter the trustees view to be of importance to the institution.	The regents may seek direct assistance from the trustees through joint meetings or invitations for trustee members to serve on regent committees, or through other contacts.
System-wide and Institutional Policies	Reviews, considers and approves institutional policies prepared by the president; implements regents' statewide policies and procedures.	Establishes policies and procedures having statewide implications.
Master Planning	Reviews, considers and approves institutional strategic and master plans, including academic program planning, land acquisitions, technology plans, and capital development and improvement project planning before they are submitted to the regents for final approval; approves academic programs that conform to the institution's role and mission.	Maintains up-to-date plans including the definition of institutional missions and roles; determines operating and capital budgetary needs; approves academic programs that fall outside an institution's role and mission; conducts program reviews of system-wide issues; oversees distance education, and articulation of courses and programs; approves institutional strategic and master plans; provides system leadership on issues that have a system-wide impact, including statewide college access and college preparedness initiatives, learning opportunities drawn from multiple campuses or online learning options, including new modes of delivery of content at multiple locations.
Implementation of Institutional Mission, Goals and Objectives	Reviews, considers and approves mission statement prior to submission of statement by president to the regents. Monitors implementation, including periodic review and update.	Provides strategic leadership and links system capacity to the economy and workforce needs; enhances the impact and efficiency of the system; establishes measurable goals and metrics and delineates the expected contributions of individual institutions of higher education toward these goals; reviews, considers and approves institutional mission statements.
Administrative Responsibility for the Operation of the Institution and of the System	Reviews, considers and approves institutional operating policies proposed by the president within parameters set by regents.	Delegates responsibility to the president within policy parameters; administers business and academic consortia to ensure system/institutional efficiencies and effective/quality services and programs.
Budget, Finance, Bonding and Information	Reviews, considers, and approves recommendations of the president regarding the institutional budget, finances, bonding, tuition and fees, work programs and other institutional information relative to the state and system requirements before forwarding onto the regents.	Develops and approves a consolidated system-wide budget proposal for recommendation to the governor and the legislature, including adjustments in tuition and fees, work programs, and provides for the definition, collection, and analysis of data with system-level significance; reviews, considers, and approves system bonding requests.
Legislation	Communicates institutional legislative initiatives in coordination with the president as part of the approved legislative priorities of the regents.	Communicates the needs of higher education through coordinated efforts of regents, trustees, presidents, and commissioner. Institutional legislation and budget priorities are part of the approved and legislative priorities of the regents.

<b>Administrative Unit and Program Approval</b>	Approves changes to the institution's academic programs, in accordance with Section 53B-16-102; reviews, considers and approves recommendations of the president before they are forwarded to the regents.	Considers, and approves establishment of a branch, extension, center, college, professional school, division, institute, department or any new program of instruction, research or public services, or new degrees outside the institution's role and mission.
<b>Buy and Sell Property, Design and Construct Facilities</b>	Consults with and gives advice to the president. Reviews, considers and approves president's recommendations within regents' and statutory parameters.	Reviews, considers and approves system-wide capital project priorities (through the Capital Development Project Prioritization process), O&M requests, and the sale and purchase of most property.
<b>Research and Training Grants, Budgetary Work Programs and Campus Regulations</b>	Consults with and gives advice to the president. Approves president's recommendations within regents' parameters.	Sets parameters and delegates to trustees subject to annual reports and audit.
<b>Review of Institutional Audits</b>	Consults with and gives advice to the president. Approves president's recommendations within regents' parameters. Oversees Trustee Audit Committee and report findings to regents annually.	Sets parameters and delegates to trustees subject to annual reports and audit.
<b>Academic Degree Approval</b>	Reviews, considers and approves new institutional degree requests (certificates, associate, bachelors, masters and doctoral), minors and emphases added to approved programs that conform to the institution's role and mission.	Considers and approves new degree requests (certificates, associate, bachelors, masters, and doctoral) minors, and emphases added to approved programs that fall outside of the institution's role and mission.
<b>Academic Program Reviews, Third-Year reports of New Approved Degrees, Program Cancellations</b>	Consults with and gives advice to the president. Approves president's recommendations within regents' parameters.	Reviews, considers and approves third-year reports on new degrees, and program suspensions or cancellations.
<b>Financial Performance Reports, Bad Debt Write-offs, Lease Agreements, Budget Transfers, Institutional Residence Budgets, and Salary Budgets</b>	Consults with and gives advice to the president. Approves president's recommendations within regents' parameters.	Sets parameters and delegates to trustees subject to annual reports and audit.
<b>Reports on Athletics, Auxiliary and Service Enterprises, Development Fund, Institutional Discretionary Fund, Investments, Leased Property, Money Management, and Real Property</b>	Consults with and gives advice to the president. Approves president's recommendations within regents' parameters.	Sets parameters and delegates to trustees subject to annual reports and audit.
<b>Institutional Budget Requests and Tuition and Fee Adjustments</b>	Consults with and gives advice to the president. Approves president's recommendations within regents' parameters.	Sets parameters and delegates to trustees subject to annual reports and audit. Prepares system budget requests and approves tuition and fee adjustments.
<b>Functions and Responsibilities not Specifically Delegated to Others</b>	Trustees are charged by statute to communicate with the community, raise funds, strengthen alumni and community identification, and selecting recipients for honorary degrees and other responsibilities as listed here as delegated by the regents.	All responsibilities not specifically delegated are reserved to the regents. In particular the appointment and retention of the commissioner and presidents, evaluation of presidents, master planning, budget/finance proposals, system information, and legislation.

The Commissioner of Higher Education is appointed by the Board of Regents and serves at its pleasure. He or she functions as the chief executive officer of the Utah System of Higher Education (USHE) and is responsible to the Board of Regents for the following three basic duties: (1) execute regents' policy, (2) facilitate the communication and administrative collaboration among institutions (e.g., chairs the Council of Presidents and establishes regents' board meeting agendas), and (3) to provide state-level leadership for higher education.

The institutional president, in collaboration with his or her board of trustees, is appointed by the Board of Regents and serves at its pleasure. The president is the chief executive officer of the institution responsible for leadership and all administrative and operational functions of his or her institution, which also includes a responsibility to the system. He or she works with the institutional board of trustees to effectively lead and build their institution for the benefit of their students and the state as a whole.