



UTAH SYSTEM OF
HIGHER EDUCATION

MEMORANDUM

TAB H

August 21, 2020

Delegated Duties and Responsibilities

When the Utah Legislature passed [S.B. 111, Higher Education Amendments](#), during the 2020 Legislative Session, it directed the newly formed Utah Board of Higher Education to “delegate to an institution board of trustees certain duties related to institution governance including guidance and support for the institution president, effective administration, the institution's responsibility for contributing to progress toward achieving systemwide goals, and other responsibilities determined by the Board.” Similarly, the Legislature instructed the Board to “delegate to an institution of higher education president management of the institution of higher education.”

Over the last five months, the Commissioner has worked with the presidents, the leadership of each institution’s board of trustees, and Board leadership to identify areas of responsibility that should be delegated to the boards of trustees, the presidents, and the Commissioner. The attached table delineates those delegated responsibilities while articulating the Board’s ongoing role with those delegated responsibilities.

Commissioner’s Recommendations

The Commissioner recommends the Board adopt the delegated duties and responsibilities, which will be subsequently formalized in Board policy.

Attachments:



SUMMARY: Delegation of Responsibilities and Authority of USHE Governing and Administrative Officers

The Utah System of Higher Education comprises 16 institutions, all with unique missions, but who are also working towards common goals and a unified vision. To ensure the System is efficient, effective, and delivers world-class instruction and research, the Utah Board of Higher Education and institutional boards of trustees must align responsibility and authority. The Board of Higher Education has established the following responsibilities and authorities for the Board, the boards of trustees, presidents, and the Commissioner.

| BOARDS OF TRUSTEES & THE BOARD OF HIGHER EDUCATION | | | |
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| STATUTORY GUIDANCE | RESPONSIBILITIES | AUTHORITY | |
| | | Delegated to Institutional Board of Trustees | Board of Higher Education |
| Guidance and support for the institution president | Appointment of a President | Trustee chair serves as search committee co-chair; executive committee participates in finalist interviews, consults with the Board on appointments. Trustees may conduct first phase of a search and submit finalists to the Board of Higher Education if authorized. | Board chair appoints a Board member to serve as search committee co-chair; search committee submits three-five finalists. The Board appoints president from among the finalists who serves at the pleasure of the Board. Board sets and adjusts presidential salaries by policy. Board may remove a president. |
| | Evaluation of Presidents | On behalf of the Board of Higher Education, the trustees chair and R&R team annually evaluate president’s performance based on factors including progress towards institutional strategic plan and statewide performance metrics and goals. R&R team and trustee chair reports findings and recommendations to the Board of Higher Education. | Board sets evaluation criteria and procedures. Board takes appropriate action based on presidential performance and recommendations, using identified benchmarks. Board conducts comprehensive evaluation every four years or if otherwise needed. |

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| <p>The institution's responsibility for contributing to progress toward achieving systemwide goals</p> | <p>Institutional Master Planning, Strategic Planning and Goals</p> | <p>Trustees approve a strategic plan for the institution that is aligned with: state attainment goals, workforce needs, and the institution of higher education's role, mission, and distinctiveness.</p> <p>Trustees set performance metrics in consultation with the Board of Higher Education.</p> <p>Trustees monitor the institution's progress toward achieving the strategic plan and report to the Board of Higher Education institutional progress.</p> <p>Trustees approve institutional master plan and associated changes. The trustees submit master plans and changes to the Commissioner's office.</p> | <p>Board sets and assesses systemwide performance on statewide goals and system performance metrics.</p> <p>Board requires institutions to provide a five-year capital plan, which the Board must approve.</p> <p>Institutions provide ongoing financial reporting.</p> |
| <p>Effective Administration—In general, the Board of Higher Education will establish general parameters and reporting requirements and delegate day-to-day oversight to trustees and presidents.</p> | <p>Institutional Missions & Roles</p> | <p>Trustees approve institutional missions that align with the institution's role as established in statute and by the Board.</p> | <p>Except as institutional roles are specifically assigned by the Legislature, the Board shall establish and define the roles of the institutions of higher education.</p> <p>Board adopts the institutional mission into policy.</p> |
| | <p>Institutional Policies/System Policies</p> | <p>Trustees approve institutional policies needed for the effective administration of the institution, ensuring they maintain parameters set by the Board of Higher Education.</p> | <p>The Board of Higher Education may approve systemwide policies.</p> |
| | <p>Tuition and Fees</p> | <p>Institutions present tuition and fee needs to trustees; trustees are responsible to verify data supporting requests for increases in tuition or fees.</p> <p>Trustees, based on their assessment of the institution's request and underlying data, recommend tuition and fee increases to the Board.</p> | <p>Board establishes criteria trustees will use in evaluating tuition and fee requests.</p> <p>Board sets criteria and process trustees follow to conduct due diligence for tuition and fee requests.</p> <p>Board assesses whether the trustees have properly assessed the institution's request.</p> <p>Board reviews and may approve trustees' recommendations.</p> |
| | <p>Budget and Finance Oversight</p> | <p>Trustees establish and oversee internal accounting and operating controls, monitor use of discretionary funds, establish institutional debt policy, and oversee all auxiliary enterprises.</p> | <p>Board sets system parameters in policy and requires necessary reporting on budget and finance. The Board may intervene if institutions exceed parameters or policy.</p> |

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| | Facilities | <p>Trustees may approve construction projects for new facilities less than \$500,000 and remodels or improvements of existing facilities less than \$3,500,000.</p> <p>Trustees may approve property acquisition or disposal less than \$500,000.</p> <p>Trustees may approve capital leases of less than \$100,000 a year (\$250,000 a year for the U of U).</p> <p>U of U trustees may approve all U of U Hospital/Health Sciences capital projects.</p> <p>Trustees review and may approve requests to submit to the Board for all other capital facilities.</p> | <p>Board sets System parameters in policy and requires necessary reporting on facilities.</p> <p>Board must approve capital projects that exceed threshold amounts.</p> |
| | Audit | Trustees form the institution’s internal audit committee, sets internal audit priorities, review internal audits, and report audit findings at least annually to the Board of Higher Education. | Board audit committee identifies areas of risk within the System and prioritizes System audits accordingly. |
| | Academic Programs | Trustees approve new programs that fit in the institutions mission and role and meet Board of Higher Education criteria. | Board of Higher Education establishes institutional missions and roles and criteria for new programming, such as workforce demand. Institutions report all new programs to the Board. |
| | Technical Education Programs | Trustees over technical colleges or institutions with a technical college role approve technical education programs that meet Board of Higher Education criteria. | Board of Higher Education establishes institutional missions and roles and criteria for new programming, such as workforce demand. Institutions report all new programs to the Board. |
| | Academic Degree Approval | Trustees review, consider and approve new institutional degree requests (certificates, associate, bachelor’s, master’s and doctoral), minors and emphases added to approved programs that conform to the institution’s role and mission. | The Board of Education may consider and approve new degree requests (certificates, associate, bachelors, master’s, and doctoral) minors, and emphases added to approved programs that fall outside of the institution’s role and mission. |
| | Research and Training Grants | Trustees approve research and training grant funding on behalf of the Board of Higher Education. | <p>Institutions report grants annually to the Board.</p> <p>Institutions report highlights most impactful research.</p> |
| | Community Relations/Advancement | Trustees facilitate communication between the institution and the community; assist in planning, implementing, and executing fund raising and development projects; and perpetuate and strengthen alumni and | |

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| | | community identification with the institution's tradition and goals. | |
| | Honorary Degrees | Trustees approve recipients for honorary degrees or recognitions. | |

INSTITUTIONAL PRESIDENTS

| ROLE | AUTHORITY |
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| Leadership | <p>An institution of higher education president develops and implements the institution's vision, mission, and goals, and manages progress toward achieving institutional aims.</p> <p>The president of each institution of higher education may exercise grants of power and authority to ensure the effective and efficient administration and operation of the institution of higher education.</p> <p>The president also guides the contributions of their institution to the vision, mission, and goals of the Utah System of Higher Education.</p> <p>The president is responsible to lead as part of a larger alliance of institutions whose presidents share a central mission to provide world-class, affordable higher education within the system of higher education. Presidents collaborate with and support each other, the Commissioner and the Board for the benefit of all students and Utah.</p> |
| External Relations | <p>The president serves as the representative of their institution with key stakeholder communities, including but not limited to:</p> <ul style="list-style-type: none"> • Alumni • Private, Foundation and Corporate Donors • State and Federal Legislators and other Governmental Leaders • Community Members and Non-Profit Partners • Employers, Industry • K-12 Education <p>The president is responsible for effective, high-integrity stewardship of both relationships with and resources from external stakeholders.</p> |
| Faculty and Staff | <p>The president may:</p> <ul style="list-style-type: none"> • Appoint a secretary, a treasurer, administrative officers, deans, faculty members, and other professional personnel, prescribe their duties, and determine their salaries • Appoint support personnel, prescribe their duties, and determine their salaries from the institution of higher education's position classification plan • Where applicable, provide for the constitution, government, and organization of the faculty and administration, and enact implementing rules, including the establishment of a prescribed of tenure • Enact rules for administration and operation of the institution which are consistent with the prescribed role established by the board, rules enacted by the board, or the laws of the state |

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| | <p>The president may exercise powers relating to the institution’s employees, including but not limited to:</p> <ul style="list-style-type: none"> • Furloughs • Reductions in force • Benefit adjustments • Program reductions or discontinuance • Early retirement incentives that provide cost savings to the institution of higher education • Other measures that may provide cost savings to the institution of higher education |
| Strategic Planning/Master Planning | <p>Presidents develop and execute strategic plans that lead to their institutions achieving institutional and systemwide goals and performance metrics.</p> <p>Presidents develop and maintain an institutional master plans and five-year financial plans associated with the master plans. As part of the master planning process, presidents identify needed capital improvements or new facilities and submit requests and planning to the trustees for approval.</p> |
| Finance and Budget | <p>The president establishes priorities for fiscal resources in a manner that help the institution achieve institutional goals and objectives and systemwide goals and performance measures.</p> <p>The president oversees the institution’s fiscal health, including setting budgetary priorities and requiring efficient and effective use of resources.</p> |
| Student Success | <p>The president establishes goals and initiatives that encourage student success and well-being, including areas of retention, graduation rates, affordability, safety and mental health, career and academic counseling, and workforce attachment.</p> <p>The president prioritizes, fosters and celebrates a vibrant, challenging and positive learning environment for the institution’s students.</p> |

COMMISSIONER OF HIGHER EDUCATION

| ROLE | AUTHORITY |
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| Leadership | <p>The Commissioner develops and implements the System’s vision, mission, and goals, and manages progress toward achieving System aims.</p> <p>The Commissioner shall:</p> <ul style="list-style-type: none"> • Develop System strategic plan. • Ensure that the policies, programs align with the strategic and are properly executed. • Furnish information about the Utah System of Higher Education and make recommendations regarding that information to the Board. • Provide state-level leadership in any activity affecting an institution of higher education. • Develop and provide comprehensive training for Board members and trustees. • Perform other duties assigned by the Board in carrying out the Board's duties and responsibilities. |

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| Coordination and Support for Presidents | <p>The Commissioner serves as Chair of the Council of Presidents, the duties of which include coordinating of meeting agendas and Council recommendations to the Board and facilitating communication and collaboration among the presidents.</p> <p>The Commissioner facilitates comprehensive presidential performance evaluations on behalf of the Board.</p> <p>The Commissioner may provide leadership, advice, and consultation as may be sought by institutional Presidents or directed by the Board.</p> |
| Audit | <p>The Commissioner is empowered to require information and reports from the institutions.</p> <p>The Commissioner has the authority, after giving due notice to the president, to assign his or her staff to audit records of institutions or otherwise verify data. Such audits shall be in response to Board instructions or to verify compliance with Board policy or applicable law. The Board audit committee shall prioritize the Commissioner’s audits.</p> |
| System Policy | <p>The Commissioner develops policy that addresses statewide issues impacting the System for the Board to consider and adopt.</p> <p>The Commissioner shall be responsible for interpreting Board policy. The president of any institution may appeal the Commissioner’s interpretation of policy to the Board.</p> |
| Communication | <p>The Commissioner:</p> <ul style="list-style-type: none"> • Supports the work of individual presidents and serves as a liaison between presidents and the Board. • Directs continuous communication between the colleges and universities, the Board, and the Office of the Commissioner, related to problems and issues of common interest to the Utah System of Higher Education. • Establishes and maintains positive, productive relationships with the Board, the institutional presidents, the boards of trustees, and the legislative and executive branches of state government. <p>The Commissioner, in consultation with the Board and in collaboration with the presidents, shall develop System legislative priorities and strategies related to federal and state legislation and funding impacting higher education.</p> <p>The Commissioner is authorized to advocate on behalf of the Board before the Governor and his or her staff, the Legislature, and other officials and governmental entities.</p> |
| System Budget and Finance | <p>The Commissioner, in collaboration with the presidents, develops a unified budget request for the System and presents budget priorities for the Board to consider and adopt.</p> |