**3356-7-35 Multiple-year contracts for executive level officers, administrative officers, and other designated professional/ administrative staff.**

Responsible Division Office: Human Resources

Responsible Officer: VP for Finance and Business Operations

Revision History: June 1999; December 2009; April 2013;

 June 2013; March 2015; March 2019

Board Committee: University Affairs

**Effective Date:** **March 7, 2019**

(A) Policy statement. To provide for institutional stability, the university may, with approval of the board of trustees, issue initial multiple-year contracts (not to exceed three years in length) to executive level officers, selected administrative officers, and designated professional/administrative staff and may renew such contracts for the same or lesser term.

(B) Purpose. To provide guidelines for the issuance, renewal, and nonrenewal of multiple-year employment contracts for executive level officers and selected administrative officers and designated professional/ administrative staff positions.

(C) Scope. This policy applies only to those positions defined within this policy.

(D) Definitions:

(1) “Executive level officers” of the university (see rule 3356-9-01 of the Administrative Code) include:

 (a) Provost/vice president.

 (b) Vice presidents.

(2) “Administrative officers” of the university (see rule 3356-9-02 of the Administrative Code) include:

(a) Deans.

 (b) Associate vice presidents.

(3) “Designated professional/administrative staff” position denotes other positions designated by the president with the approval of the board of trustees. (These positions may include executive directors, associate provosts, and directors.)

(E) Parameters.

(1) Executive level officers, selected administrative officers and designated professional/administrative staff receive initial employment contracts not to exceed three years. Such contracts may be renewed for a term not to exceed three years upon the recommendation of the president and the approval of the board of trustees.

(2) A minimum of ninety days notification regarding nonrenewal of annual and/or multiple-year contracts will be provided by the university.

(3) The president of the university and athletic coaches may also receive multiple-year contracts in accordance with rules 3356-9-08 and 3356-7-36 of the Administrative Code.

(4) Executive level and selected administrative officers are evaluated annually (see rules 3356-9-01 and 3356-9-02 of the Administrative Code). Other designated professional/administrative staff are annually involved in an administrative review process.

(5) The president shall present to the board of trustees other appointment plans for specific individuals when it is in the best interest of the university.

(6) The president shall annually provide a list of all employees receiving a renewal notification and/or a subsequent multiple-year contract for the approval of the board of trustees.

(F) Procedures.

(1) The length of the contract offered to executive level officers, selected administrative officers, and other designated professional/ administrative staff is determined during the recruitment and selection process.

 (2) The process of selection and evaluation of university president is described in rule 3356-9-08 of the Administrative Code.

(3) The process of selection and evaluation of executive level officers is described in rule 3356:9-01 of the Administrative Code.

 (4) The process of selection and annual evaluation for administrative officers is described in rule 3356-9-02 of the Administrative Code.

 (5) The process of selecting other professional/administrative staff is described in rule 3356-2-02 of the Administrative Code.

(6) Coaches in intercollegiate athletics are covered by rule 3356-7-36 of the Administrative Code.