

Policy #: <b>304</b>
Title: <b>Academies Administrator (Superintendent) Appointment, Duties, and Evaluation</b>
Date of Initial Approval: 03-27-2014
Revision/Re-authorization Dates: 03-24-2016; 01-24-2019
Reviewers: MSA Human Resources; MSA Superintendent; MSA Board Personnel Committee

**I. PURPOSE**

The purpose of this policy is to provide for the use of an appointment letter with the Minnesota State Academies (MSA) Academies Administrator (working title – Superintendent), a position description, and the use of an approved instrument to evaluate performance.

**II. GENERAL STATEMENT OF POLICY**

- A.** The superintendent's appointment letter shall be used to formalize the employment relationship and to identify all conditions of employment with the superintendent.
- B.** The duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the governing board in consultation with the superintendent. The governing board shall use an instrument to periodically evaluate the performance of the superintendent.
- C.** The Academies Administrator (Superintendent) position is identified by the Commissioner of Minnesota Management and Budget as managerial and therefore covered by the Managerial Plan. The Academies Administrator (Superintendent) position is in the unclassified service (M.S. 125A.67, Subd.1). "Unclassified Service" defined by the Managerial Plan means all positions specifically designated as not being classified pursuant to M.S. 43A.08 and other enabling legislation. Unclassified employees do not accrue seniority; do not serve a probationary period; are not subject to the layoff provisions of this plan; and may be terminated at will.

**Legal References:**

*Minn. Stat. § 125A.67, Subd. 1 (Academies' Administrator)*