

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.02 (BP 2430, 2431, 2432, 2435)**

**BOARD POLICY**

**San Mateo County Community College District**

**Subject:** BP 2.02 Chancellor of the District  
**Revision Date:** 10/12; 3/14; 3/15  
**Policy Reference:** Education Code Sections 70902(d) and 72400; Title 5 Sections 53000 et seq. and 53121(b); ACCJC Accreditation Standards IV.B, IV.B.5, IV.C.3., IV.C.12 and IV.D.1

---

1. The Board of Trustees (“Board”) shall employ a full-time Chancellor to serve as chief executive officer of the District, whose principal responsibility is leadership of the educational program. In the case of a vacancy for the position of Chancellor, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.
2. The Board shall delegate to the Chancellor of the District the executive responsibility for administering policies adopted by the Board and executing all decisions of the Board requiring administrative action. In the initiation and formulation of District policies, the Chancellor shall act as professional advisor to the Board.
3. The Chancellor may delegate any powers and duties entrusted to him/her by the Board (including the administration of colleges) but will be specifically responsible to the Board for the execution of such delegated powers and duties.
4. The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed twenty-one (21) calendar days at a time. In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with the Deputy Chancellor or, in the absence of the Deputy Chancellor, with the Executive Vice Chancellor.
5. The Board shall appoint an acting Chancellor for periods exceeding twenty-one (21) calendar days.
6. The Chancellor shall ensure that all laws and regulations are complied with and that required reports are submitted in a timely fashion. The Chancellor shall establish such administrative procedures as are necessary for the operation of the District and the Colleges.
7. The Chancellor shall perform all duties specifically required of or assigned to him/her by the statutes of the State of California and by the Board of Trustees of the San Mateo County Community College District. The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.
8. The Chancellor is empowered to reasonably interpret Board policy. In situations for which the Board has provided no policy for administrative action, the Chancellor shall have the power to act, but his/her decisions shall be subject to review by the Board. It shall be the duty of the Chancellor to inform the Board promptly of such action and to recommend a written Board policy if one is necessary.

BP 2.02 Chancellor of the District (continued)

9. The Chancellor will be evaluated by the Board annually based upon goals which are mutually agreed upon by the Board of Trustees and the Chancellor and in accordance with any other provisions of the Contract of Employment for Chancellor. The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.
10. The compensation of the Chancellor shall be fixed by the Board at the time of appointment, and the terms shall be set forth in the contract for his/her services. By mutual consent, the compensation and contract of the Chancellor may be adjusted.