



POLICY MANUAL

GENERAL

Number 104

Subject: The University President and Other Officers

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104.1 PREFACE

This chapter contains information regarding the authority, functions, and responsibilities of the University's chief executive officer, the President of the University (hereafter President), who is selected and appointed by the Board of Regents (hereafter Regents). The remainder of this chapter contains information regarding the functions and responsibilities of the University's other administrators, who are appointed by the President with the approval of the Board of Trustees (hereafter Trustees).

104.2 ADMINISTRATIVE POLICY

The success of the University depends upon an administrative policy which is flexible and is oriented toward maximum freedom for each faculty member and student, within the bounds of academic excellence, professional responsibility, and established democratic principles.

104.3 PRESIDENT OF THE UNIVERSITY

3.1 Executive Officer; Authority and Responsibility Delegated by the Regents

Appointed by the Regents, the President is chief executive officer of the University. The Regents delegate to the President, with the advice and approval of the Trustees, overall authority and responsibility for carrying out the Regents' policies and procedures. The President is responsible to the Regents for all matters concerning the entire University.

3.2 Responsibility to Direct and Supervise the University; Public Relations

The administrative organization of the University is headed by the President. The President has general responsibility for the direction and supervision of the University, its divisions and branches. The President is responsible for developing and maintaining good relations with state, national, and international organizations. The President is also responsible for presenting to the public a favorable image of the University and its mission.

3.3 Responsibility to Administrative Staff and Faculty

The President is responsible for assembling a well-trained faculty and administrative staff and for organizing it in such a way that the University will receive maximum service from each faculty member and administrative staff member in achieving the objectives of the University. The President is also responsible for promotion of high morale and professional ethics among University personnel and for establishment and maintenance of those traditions and standards which contribute to the overall educational, research, and service functions of the University.

3.4 Presiding Officer; Official Spokesman; Member of University Faculty

The President is a member of the faculty of the University, an ex officio member of all faculty committees and the committees of the Senate. Except at the time of inauguration, the President or his designated representative is the presiding officer at all general faculty meetings, assemblies, commencements, and other official functions.

3.5 Responsibility to Inform Regents and Trustees

As chief executive officer, the President is responsible for keeping the Regents and the Trustees fully informed concerning:

- (1) The progress, activities, and problems of the University;
- (2) the performance of the administrative officers, including the Provost, the vice presidents, deans, directors, department heads, and other principal administrative assistants;
- (3) the effectiveness of the teaching of the faculty;
- (4) the results of research performed by the faculty and research staff;
- (5) the operation of the Extension Services; the operations of the Agricultural and Engineering Experiment Stations; and,
- (6) all other important matters pertaining to the University.

All announcements of changes in policy, staff, contract and salary schedules, and other important matters pertaining to the University shall be made by the President or delegated

representatives. Faculty and staff of the University desiring to communicate with the Regents or the Trustees concerning any matter shall do so through the President.

3.6 Additional Specific Duties

In addition to the general responsibilities mentioned above, the President shall have the following specific duties:

- (1) To administer the operation of the University in accordance with the policies and procedures approved by the Regents and the Trustees;
- (2) Under the direction of the Regents, to be responsible for the planning and construction of buildings for the campus at Logan, for the Experiment Stations, for the Extension Services and for any other units of the University;
- (3) As soon as practical after the President's appointment, to review with the Trustees an evaluation of the qualifications and abilities of the Provost, the vice presidents, deans, directors, department heads, and other principal administrative assistants. This review shall be made not less than once each year and it shall always precede reappointment of the individuals evaluated;
- (4) To supervise the preparation of all budget requests with the assistance of the Provost and the vice presidents, and to present them to the Trustees, Regents, and the legislature;
- (5) To advise the Budget and Faculty Welfare Committee of the Faculty Senate of the budget preparation process;
- (6) With the advice and approval of the Trustees, to maintain proper and adequate control over the financial operations of the University;
- (7) To prepare annual reports on the status, conditions, and needs of the University for presentation to the Regents, the Trustees, and the Senate;
- (8) To annually appoint the *ex officio* members of the Senate and to transmit the appointees' names to the Senate president;
 - (a) To appoint members of University committees which are not committees of the Senate;
 - (b) To perform such other duties as may be assigned by the Regents or advised by the Trustees.

104.4 EXECUTIVE OFFICERS OF THE UNIVERSITY

The executive officers are administratively responsible and report to the President for the functions and duties of their offices. They serve at the discretion of the President.

4.1 The University Provost (hereafter Provost)

The Provost is the second ranking executive officer and the chief academic officer of the University. In the absence of and with the consent of the President, the Provost serves as the University's chief executive officer in the President's stead. When such authority is delegated to the Provost by the President, the Provost is responsible to represent the University in such a manner as to ensure the orderly and efficient conduct of University affairs.

Specific responsibilities and functions of the Provost are:

- (1) Develop, administer, and promote the academic programs of the University;
- (2) appoint, review, and promote the University's academic staff including the recruitment of faculty; the development, tenure, and promotion of faculty; and the development and maintenance of faculty morale;
- (3) coordinate and promote academic proposals, changes, reviews, and other academic matters with the Board of Trustees, the Board of Regents, the Utah System of Higher Education, and other institutions and groups;
- (4) coordinate the University colleges, Graduate Studies, Learning Resources, Continuing Education, and other academic activities; and
- (5) coordinate educational policies, planning functions and physical facilities planning and utilization.

4.2 Vice President for Administrative Services

The Vice President for Administrative Services is the chief business officer and treasurer for the University. The Vice President for Administrative Services is responsible for the effective maintenance and utilization of physical resources of the institution. This officer interfaces and coordinates with other officers of the University to establish, promote, and maintain sound administrative, business, fiscal, and financial management programs for the institution.

The Vice President for Administrative Services has three principal areas of responsibility. These are general administrative duties, business affairs, and fiscal management.

The Vice President for Administrative Services, in close coordination with the President, executes all property transactions, leases, contracts, and financial commitments of the University. The Vice President for Administrative Services administers the functions of human resource utilization as assigned to the Personnel Services Office. Other important aspects of the responsibility include the development of the University master plan for the anticipated expansion of the campus and the planning and supervision of all aspects of construction of capital development and capital improvement projects.

The Vice President for Administrative Services also has the following responsibilities and functions: material acquisition in accordance with state statute; business management and fiscal operations of auxiliaries and service enterprises of the University; programs of public safety and risk management; management of investments of University monies; financing University projects; preparing and reporting of financial accounts; management of the real property holdings of the University, including those University lands held in trust by the State Land Board; external audits of financial reports and the necessary controls for proper budget expenditures; and interfacing with other administrative officers in regards to budget, contracts and grants, and financial aids.

4.3 Vice President for University Extension

The Vice President for University Extension provides overall leadership for the University's extension program. The University Extension program encompasses: (a) the Cooperative Extension Service traditionally associated with land-grant universities; and (b) the Life Span Learning Program. The Vice President for University Extension also serves as the Director of the Cooperative Extension Service programs and budgets which are coordinated under a cooperative agreement between the University and the U.S. Department of Agriculture and conducted in harmony with cooperative agreements with the counties.

The Vice President for University Extension is also accountable to the Administrator, U.S.D.A. Federal Extension Service, for programs and benefits related to Cooperative Extension Service. The Vice President for University Extension has primary responsibility for all Extension programs of the University. Responsibility to plan and support noncredit and off-campus classes, short courses, leadership training schools, institutes, conferences, and other programs, and on- and off-campus extension credit and correspondence courses is delegated by the Vice President for University Extension to the Dean of Continuing Education, the academic deans, and department heads. In these areas the Vice President for Extension works closely with the Provost, who is responsible for coordinating offerings with other state community colleges and universities.

The Vice President for University Extension shall discharge his/her responsibilities in cooperation with the Provost, the Vice President for Research, the deans of colleges, the department heads, the Director of the Agricultural Experiment Station, and with other University administrators and leaders.

In addition to the general responsibilities mentioned above, the Vice President for Extension shall following specific duties to:

- (1) Supervise, coordinate, and strengthen all extension efforts of the University;
- (2) provide educational opportunities through Extension classes and correspondence credit courses for people who are unable to attend resident classes at the University;

(3) acquaint faculty and staff of the University with the vocational, social, and economic problems of the people of Utah;

(4) provide liaison between the University and the people of Utah so that the benefits of the University are taken to each community in a practical, personal, and direct manner;

(5) supervise the preparation of budgets for Extension programs and the expenditure of all funds allocated for Extension work; and

(6) perform such other duties as may be assigned by the President.

4.4 Vice President for Research

The Vice President for Research has general responsibility for the University's research programs. In addition to general responsibilities, the Vice President for Research has specific duties to:

(1) Provide leadership in developing and coordinating University policies and procedures pertaining to research;

(2) assist deans, department heads, and other leaders to develop strong research programs in keeping with the objectives of the University;

(3) cooperate with the Dean of the School of Graduate Studies to maintain coordination between objectives and operations of research and graduate education programs;

(4) supervise the preparation of budgets for research and the expenditure of funds appropriated for research at the University;

(5) maintain a file of information concerning federal and state agencies, foundations, and private companies that provide funds for research grant/contracts and make this information available to staff members;

(6) perform such other duties as may be assigned by the President.

4.5 Vice President for Student Services

The Vice President for Student Services provides the overall leadership for the noncurricular programs of the University which encompass:

(1) The development of a safe, healthy, and orderly community consistent with the University's mission and purpose;

(2) the attraction of students to the University and provision for their admission, registration, and orientation, as well as assistance for students in the solution of personal, health, social, vocational, financial, housing, and academic problems;

- (3) the development and coordination of student organizations and programs;
- (4) assistance with career and postgraduate educational placement; and
- (5) the performance of other duties as may be assigned by the President.

4.6 Vice President for University Relations and Development

The Vice President for University Relations and Development provides leadership and coordination for all activities that are intended to enhance the image of the University among its various publics.

The Vice President for University Relations and Development has the following specific responsibilities:

- (1) The supervision of private fund-raising, including annual mail and phone solicitations, corporate and foundation giving, deferred giving, and major capital campaigns;
- (2) the performance of the duties of Executive Secretary of the Utah State University Development Fund Board of Directors;
- (3) the maintenance of records which include the current addresses of all alumni, donors, and other friends of the University;
- (4) supervision of programs that will promote the loyalty and support of the alumni;
- (5) the creation and dissemination of news releases and other promotional literature that will inform the public about the University;
- (6) the organization of the spring commencement and other special programs of the University;
- (7) the promotion of a positive image of the University; and
- (8) the performance of such other duties as may be assigned by the President.

4.7 Performance Evaluation

All Executive Officers of the University shall be subject to comprehensive reviews of their performances at least every five years.

104.5 COLLEGE AND DIVISION OFFICERS

5.1 Deans

Deans are administratively responsible and report to the Provost for functions and duties of their offices. Deans are subject to comprehensive review at least every five years.

(1) College deans.

The college dean has responsibility for all programs in the college including academic, research, and extension programs, and student activities related to the college. The dean works together with the Provost and the Vice Presidents.

The dean also coordinates with the Vice Presidents on matters in their respective areas. Where appropriate, specialized functional units may be administered by a college and report to the dean of that college.

In addition to the general responsibilities mentioned above, the dean shall specifically:

(a) provide leadership in the teaching program of the college, including the maintenance of high quality teaching and student advisement activities, and the integration of the curricula within the college;

(b) provide leadership and coordination for research and other professional creative activities within the college in cooperation with the Vice President for Research;

(c) provide leadership and coordinate Extension activities within the college in cooperation with the Vice President for University Extension;

(d) represent the college faculty in all administrative matters and represent the University administrators before the college;

(e) prepare budget requests for the college and, in cooperation with the University administration, allocate the funds made available to the college among the various departments;

(f) recommend all nonfaculty personnel to be employed in the college and recommend the salary, duties, and type of contract of each professional employee;

(g) recommend all faculty to be employed in the college and recommend their salary, duties, advancement in rank, and award of tenure;

(h) approve faculty members and other resource persons who teach Extension and correspondence courses in different departments of the college;

(i) recommend, in consultation with department faculties, the appointment, retention, or termination of department heads;

(j) act upon requests for and keep records of leaves of absence, with or without pay;

- (k) arrange for adequate and suitable faculty office, laboratory, and classroom space;
- (l) advise and counsel department heads on all matters pertaining to their responsibilities;
- (m) in accord with university policy, accept or exclude students in the college, and provide for advisement of those accepted;
- (n) encourage faculty and staff to support and participate in student university and college functions;
- (o) explore and develop interdisciplinary programs with other deans or administrators, recommend such programs to the appropriate authorities, and, with administrative authorization, jointly implement such programs as are agreed upon by the administration and the deans concerned;
- (p) coordinate with the Vice President for University Relations and Development regarding University relations and development activities in their academic units;
- (q) coordinate with the Vice President for Student Services regarding student activities in their academic units; coordinate with the Vice President for Administrative Services regarding business and physical facilities programs in their academic units;
- (r) perform such other duties as may be assigned by the Provost.

(2) Dean, School of Graduate Studies.

The Dean of the School of Graduate Studies (hereafter graduate dean) reports directly to the Provost and is the responsible administrative official of this school. The graduate dean is responsible for providing leadership and promoting and developing graduate programs in all colleges of the University. The graduate dean cooperates with the college deans on all matters regarding graduate education in their respective areas, and bears similar responsibility jointly with the Vice Presidents for Research and the Vice President for Extension regarding the scope and quality of research and Extension credit courses which involve graduate students.

In addition to the general responsibilities mentioned above, the Graduate Dean has the following specific duties:

- (a) promote the reputation of University graduate programs;
- (b) in cooperation with deans and department heads, recruit capable graduate students;
- (c) establish the standards and procedures by which graduate students are admitted, enrolled, supervised, and awarded advanced degrees, and ensure that these standards and procedures are strictly enforced;

- (d) seek financial support for graduate programs;
- (e) cooperate with departments in developing the general course program for advanced degrees;
- (f) evaluate the quality of theses and dissertations prepared as part of advanced degree programs;
- (g) select and approve, jointly with college deans and department heads, the faculty who participate in graduate programs and serve on graduate committees;
- (h) preside at meetings of the Graduate Council;
- (i) submit an annual evaluation report of the School of Graduate Studies for review by the President and the Faculty Senate;
- (j) perform such other duties as may be assigned by the Provost.

(3) Dean, Continuing Education.

The Dean of Continuing Education is responsible for providing leadership and promoting and developing a quality educational program for continuing education students. He or she cooperates with college deans and department heads on all matters regarding the development, delivery, and evaluation of credit courses and degree programs off campus, as well as with the Dean of the School of Graduate Studies in regard to graduate courses and degrees.

In addition to the general responsibilities mentioned above, the Dean of Continuing Education has the following specific duties:

- (a) promote the reputation of the University continuing education programs;
- (b) formulate policies and programs in adult and other credit and non-credit educational activities on and off campus;
- (c) supervise and manage the Kellogg Life Span Learning Complex;
- (d) prepare budgets and operation cost data as well as supervise the collection, accounting and expenditures of all funds handled by the divisions;
- (e) supervise all administrative matters pertaining to faculty and staff within Life Span Learning Programs;
- (f) represent the University continuing education program to the public at large on local, regional, national and international basis;

(g) perform other duties as assigned.

(4) Dean, Information and Learning Resources.

The Dean of Information and Learning Resources manages and promotes the efficient development of the University's Information and Learning Resources Program. The Dean of Information and Learning Resources cooperates with the other deans, the Provost and vice presidents to plan, organize, and implement services to support the teaching, research, and service missions of the University. General service areas included in the Information and Learning Resources program are Computer Services, Library and Information Services, Multimedia and Distance Learning Services, Planning and Analysis, Publication Design and Production, and Photography Services.

The administrative duties of the Dean of Information and Learning Resources are to:

- (a) provide institutional leadership for organization, administration, and direction of information and learning resources;
- (b) prepare budget requests for information and learning resource programs and allocate funds to support operations;
- (c) develop priorities for program development;
- (d) coordinate planning for facilities, fiscal operations, and personnel resources;
- (e) define policy issues for the administration on information and learning resource matters that affect teaching, research, and service activities;
- (f) recommend all personnel to be appointed in Information and Learning Resources;
- (g) review salary, job descriptions, duties, and type of contracts to be given to personnel;
- (h) evaluate personnel and make recommendations on personnel to the administration;
- (i) represent the Information and Learning Resources faculty on administrative councils;
- (j) evaluate and recommend the appointment, retention, or termination of program directors;
- (k) advise directors on matters pertaining to their responsibilities; and
- (l) perform other duties as assigned by the Provost.

5.2 Department Heads

Each department is an academic unit within its academic college. The department head is the leader of the department and is directly responsible to the dean of his or her college. Decisions on departmental policy shall be made after consultation with the department faculty and shall have the approval of the department head and dean. In intradepartmental routine matters and in matters of policy, the decision of the department head is final, however, disputed decisions may be appealed to the college dean and from the dean to the Provost, and if need be to the President.

With the approval of the dean and authorized administrators who may be concerned, department heads may conduct joint interdisciplinary programs of mutual interest with other departments, and may attach and administer specialized units.

A comprehensive performance evaluation of new department heads will be conducted during their third year as head. Thereafter, a comprehensive performance evaluation will be conducted every five years. Each department head will also have an annual review. All reviews of department heads will be the responsibility of the dean.

In addition to the general responsibilities mentioned above, a department head shall specifically:

- (1) Provide leadership for the department in all professional matters, particularly in developing program plans, coordinating activities, and maintaining high quality performance in teaching, extension, and research;
- (2) direct departmental affairs in accordance with department, college, and school policies and regulations. All matters involving more than one department shall be forwarded to the dean or other authorized administrator for disposition;
- (3) convey to the dean pertinent recommendations of the department, including those concerned with course offerings and requirements for departmental majors, and maintain current copies of departmental course syllabi;
- (4) recommend to the dean or director appointments, promotions, tenure, changes in salary, leaves of absence, dismissals, retirements, or other matters affecting personnel of the department;
- (5) direct an effective student-advisory program for majors of the department;
- (6) supervise and evaluate the work and performance of each staff member;
- (7) prepare the budget for the department from the written budget requests of individual faculty members and, after discussion with the department faculty, recommend to the dean a program for the expenditure of funds assigned to the department;

(8) recommend the purchase and maintenance of adequate and appropriate equipment for the department and be responsible for all equipment and supplies assigned to the department;

(9) represent the department in acquiring suitable and adequate offices, classrooms, and other space facilities;

(10) prepare departmental reports required by the dean or other responsible administrative officer;

(11) recommend approval of the research, instruction, extension, or service activities involving the department faculty or other staff members both on and off campus; and

(12) perform such other duties as may be assigned by the dean of the college.

5.3 Director, Research Unit

The director of a research unit is responsible for the administration of the unit including personnel, finances, operation, planning, and physical facilities of the unit used in performing the programs of the unit and generating support for the unit.

Subject to policy and budgetary guidance and review by appropriate administrative authority, the director of a research unit is:

(1) Authorized to assemble, organize, promote, and direct the research and administrative staff of the research unit and to allocate available resources as needed for performance of its objectives;

(2) responsible for shaping programs of the research unit so as to accomplish educational objectives for training graduate and undergraduate students;

(3) responsible for ensuring that the findings of the research unit are promptly published and otherwise disseminated to the public;

(4) responsible to provide quality control and objectively serve and represent the interests of the University with respect to research;

(5) responsible to provide an appropriate spectrum of opportunity for faculty and students from any segment of the University; and

(6) responsible to provide the interface between the research unit and the rest of the University and with off-campus agencies and institutions.

5.4 Director, Athletics

The Director of Athletics is the chief athletic program officer and is responsible to the President or his/her designee. He or she shall:

- (1) Provide leadership and direction for the University athletic program;
- (2) recommend appointment and dismissal of athletics personnel and define their duties;
- (3) develop all intercollegiate sport schedules for the University;
- (4) direct the work of the head coaches, assistants, and part-time coaches of the University;
- (5) prepare the budget for intercollegiate activities for approval by the Athletic Council, the President, and the Trustees;
- (6) supervise the use of all athletic equipment and facilities and the expenditure of athletic funds;
- (7) direct the athletic promotion, development and publicity programs, in cooperation with the Vice President for University Relations and Development;
- (8) supervise the intercollegiate athletic scholarship and grants-in-aid program and all athletic awards after consultation with and approval of the Athletic Council; and
- (9) perform such other duties as may be assigned by the President.