



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 the 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 Executive Vice President and Provost, 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 Executive Vice President and Provost, 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 Executive Vice President and Provost and 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, Trustees, and Senate;
- (8) to annually appoint the *ex officio* members of the Senate and to transmit the appointees' names to the Senate president;
- (9) to appoint members of University committees which are not committees of the Senate; and
- (10) 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 Executive Vice President and Provost

The Executive Vice President and 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 Executive Vice President and Provost serves as the University's chief executive officer in the President's stead. When such authority is delegated to the Executive Vice President and 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 Executive Vice President and 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 of faculty morale;
- (3) coordinate and promote academic proposals, changes, reviews, and other academic matters with the Trustees, Regents, Utah System of Higher Education, and other institutions and groups;
- (4) coordinate the University colleges, Graduate Studies, Learning Resources, Regional Campuses and Distance Education, and other academic activities; and
- (5) coordinate educational policies and participate with physical facilities planning and utilization.

4.2 Vice President for Finance and Administrative Services

The Vice President for **Finance and Administrative Services** is the chief business officer and treasurer for the University. The Vice President for **Finance and 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 information technology practices for the institution.

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

The Vice President for **Finance and Administrative Services**, in close coordination with the President, executes all property transactions, leases, contracts, and financial commitments of the University. The Vice President for **Finance and Administrative Services** administers the functions of human resource utilization as assigned to the Human Resource 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 and oversight of the Office of Information Technology.

The Vice President for **Finance and 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 Extension

The Vice President for Extension provides overall leadership for the University's extension program, which encompasses the Cooperative Extension Service traditionally associated with land-grant universities. The Vice President for 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 Extension has primary responsibility for all Extension programs of the University, including noncredit classes, short courses, leadership training schools, institutes, and conferences. The Vice President for Extension shall discharge his/her responsibilities in cooperation with the Executive Vice President and Provost, Vice President for Research and Dean of the School of Graduate Studies, Deans of colleges, Department Heads, 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 has the following specific duties:

- (1) supervise, coordinate, and strengthen all Extension efforts of the University;
- (2) provide unbiased, research-based information to inform the public through Extension programs;

- (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 and Dean of the School of Graduate Studies

The Vice President for Research and Dean of the School of Graduate Studies has primary responsibility, under the direction of the President and Trustees, for the review, execution, and oversight of grants, contracts, and cooperative agreements related to sponsored research. The Research and Graduate Studies Office supports the execution of sponsored research programs involving a wide array of sources. In addition to primary responsibilities, the Vice President for Research and Dean of the School of Graduate Studies has the following specific duties:

- (1) provide leadership in developing and coordinating University policies and procedures pertaining to sponsored programs and the School of Graduate Studies;
- (2) assist deans, department heads, and other leaders to develop strong research and graduate programs in keeping with the objectives of the University;
- (3) coordinate objectives and operations of sponsored programs and graduate education programs;
- (4) supervise the preparation of budgets for research and graduate studies, as well as the the expenditure of funds appropriated for research and graduate studies 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; and
- (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 non-curricular programs of the University which encompass:

- (1) development of a safe, healthy, and orderly community consistent with the University's mission and purpose;
- (2) 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) development and coordination of student organizations and programs;
- (4) assistance with career and postgraduate educational placement; and
- (5) performance of other duties as may be assigned by the President.

4.6 Vice President for University Advancement and Commercialization

The Vice President for University Advancement and Commercialization 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 Advancement and Commercialization has the following specific responsibilities:

- (1) supervision of private fund-raising, including annual mail and phone solicitations, corporate and foundation giving, deferred giving, and major capital campaigns;
- (2) performance of the duties of Executive Secretary of the Utah State University Foundation Board of Directors;
- (3) 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) creation and dissemination of news releases and other promotional literature that will inform the public about the University;
- (6) organization of spring commencement and other special programs of the University;
- (7) promotion of a positive image of the University; and
- (8) oversee the protection of and commercialization of University intellectual property;
- (9) oversee USU's USTAR program;
- (10) promotion of university-based economic development on a local and regional level;

(11) performance of such other duties as may be assigned by the President.

4.7 Vice President and Director of Athletics

The Vice President and 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, President, and 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 Advancement and Commercialization;
- (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.

4.8 Chancellor, Utah State University Eastern (USU Eastern)

Appointed by the President, the Chancellor of USU Eastern provides leadership for the former College of Eastern Utah, which merged with Utah State University in 2010, with campuses in Price and Blanding.

The Chancellor's duties are designed to meet the unique needs of this comprehensive regional college within the University's regional campus system. While USU Eastern, like other regional campuses, offers select baccalaureate and graduate degrees, unlike other regional campuses, USU Eastern continues to emphasize traditional community college programs, including lower-division, open-enrollment general education, transfer, and career preparation programs. Given USU Eastern's distinct role within the University's regional campus system, The Chancellor promotes the smooth integration within the University of this unique combination of institutional characteristics and ensures that USU Eastern's two campuses operate under University policies, procedures, and standards, while also addressing the educational needs of Southeast Utah.

Under the direction of the President, the Chancellor is the principal executive and academic officer of USU Eastern. The Chancellor oversees USU Eastern and has approval authority similar to Deans and Vice Presidents. Therefore, when University policies make reference to Deans and Vice Presidents, it can be assumed that this includes the Chancellor. The Chancellor collaborates with appropriate University officers to ensure the quality of USU Eastern's programs in teaching, research, and service; student services; strategic planning; budgeting; resource development, outreach, and alumni relations; and faculty and staff development. In addition to these duties, the Chancellor shall:

- (1) manage USU Eastern budgets for optimal strategic impact;
- (2) represent in all administrative matters USU Eastern faculty and staff before the University, and represent the University before USU Eastern;
- (3) collaborate with the University's colleges, schools, and departments to build select baccalaureate and graduate offerings and ensure that USU Eastern's credit programs serve University purposes and meet University standards;
- (4) promote robust enrollment and align resources to strategic purposes; and
- (5) perform other duties as may be assigned by the President.

4.9 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 College Deans

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

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 Executive Vice President and 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:

- (1) provide leadership in the academic programs of the college, including the maintenance of high quality teaching and student advisement activities, and the integration of the curricula within the college;
- (2) provide leadership and coordination for research and professional creative activities within the college in cooperation with the Vice President for Research;
- (3) provide leadership and coordinate Extension and outreach activities within the college in cooperation with the Vice President for Extension;
- (4) represent the college faculty in all administrative matters and represent the University administrators before the college;
- (5) prepare budgets for the college and, in cooperation with the University administration, allocate the funds made available to the college among the various departments;
- (6) recommend all nonfaculty personnel to be employed in the college and recommend the salary, duties, and type of contract of each professional employee;
- (7) recommend all faculty to be employed in the college and recommend their salary, duties, advancement in rank, and award of tenure;
- (8) approve faculty members and other persons who teach distance education and on-line courses within departments of the college;
- (9) recommend, in consultation with department faculties, the appointment, retention, or termination of department heads;
- (10) act upon requests for and keep records of leaves of absence, with or without pay;
- (11) arrange for adequate and suitable faculty office, laboratory, and classroom spaces;
- (12) advise and counsel department heads on all matters pertaining to their responsibilities;
- (13) in accord with University policy, recruit students into the college, and provide for advisement of those accepted;
- (14) encourage faculty and staff to support and participate in University and college functions, including those functions intended for or organized by students;
- (15) 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;

- (16) coordinate with the Vice President for University Advancement and Commercialization regarding University relations and development activities in their academic units;
- (17) coordinate with the Vice President for Student Services regarding student activities in their academic units;
- (18) coordinate with the Vice President for **Finance and Administrative Services** regarding business and physical facilities programs in their academic units; and
- (19) perform such other duties as may be assigned by the Executive Vice President and Provost.

5.2 Regional Campuses and Distance Education Deans

The Regional Campuses and Distance Education Deans are responsible for providing leadership and promoting and developing quality educational programs for students at the University regional campuses and centers. They cooperate 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 Vice President for Research and Dean of the School of Graduate Studies in regard to graduate courses and degrees.

In addition to the general responsibilities mentioned above, the Regional Campuses and Distance Education deans have the following specific duties:

- (1) promote the reputation of the University distance education and face-to-face programs delivered at the regional campuses;
- (2) prepare budgets and operation cost data as well as supervise the collection, accounting and expenditures of all funds at the regional campuses;
- (3) represent the University programs offered at the regional campuses to the public at large on local, regional, national, and international basis;
- (4) participate in evaluation of regional faculty with the college Deans and Department Heads; and
- (5) perform other duties as assigned by the Executive Vice President and Provost.

5.3 Dean of Libraries.

The Dean of Libraries manages and promotes the efficient development of the libraries. The Dean of Libraries cooperates with the other deans, the Executive Vice President and

Provost and vice presidents to plan, organize, and implement programs and services to support the teaching, research, and service missions of the University.

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

- (1) provide institutional leadership for organization, administration, and direction of library resources;
- (2) provide leadership and coordination for research and other professional creative activities within the Libraries in cooperation with the Vice President for Research and Dean of the School of Graduate Studies;
- (3) represent the library faculty in all administrative matters and represent the University administrators before the library;
- (4) prepare budget requests for the Libraries and, in cooperation with the University administration, allocate the funds made available to the Libraries to support library operations and programs;
- (5) recommend all classified and professional personnel to be employed in the libraries and recommend the salary, duties, and type of contract of each employee;
- (6) recommend all faculty to be employed in the libraries and recommend their salary, duties, advancement in rank, and award of tenure;
- (7) recommend, in consultation with divisional faculty and staff, the appointment, retention, or termination of divisional associate deans;
- (8) advise and counsel divisional associate deans on all matters pertaining to their responsibilities;
- (9) define policy issues for the administration on library matters that affect teaching,
- (10) research, and service activities;
- (11) act upon requests for and keep records of leaves of absence, with or without pay;
- (12) arrange for adequate and suitable space for faculty and staff offices, library services, and maintenance and storage of collections;
- (13) encourage faculty and staff to support and participate in student, University, and library functions;
- (14) 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;

- (15) coordinate with the Vice President for University Advancement and Commercialization regarding University relations and development activities in the Libraries;
- (16) coordinate with the Vice President for Student Services regarding student activities in the Libraries;
- (17) coordinate with the Vice President for **Finance and Administrative Services** regarding business and physical facilities programs in the Libraries;
- (18) perform other duties as assigned by the Executive Vice President and Provost.

5.4 Department Heads

Each department is an academic unit within its academic college. (See policy 401.2.2 for definitions of academic units.) The Department Head is the leader of the department and is directly responsible to the dean of his or her college. The Department Head serves at the discretion of the Dean and may be relieved of his or her Department Head position at any time. Reviews of Department Heads are the responsibility of the Dean.

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 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.

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

- (1) provide leadership for the department in all professional matters, particularly in promoting and maintaining high quality academic programs.
- (2) direct departmental affairs in accordance with department, college, and University policies and regulations. All matters involving more than one department shall be forwarded to the Dean or other authorized administrator for disposition;
- (3) conduct annual evaluations of all faculty regarding performance as outlined in each faculty member's role statement;
- (4) provide leadership in the recruitment and retention of faculty in the department and recommend to the dean appointments, promotions, tenure, changes in salary, leaves of absence, dismissals, or other matters affecting personnel of the department;
- (5) where appropriate, oversee an effective student-advisory program department majors;

- (6) where appropriate, supervise and evaluate the performance of each staff member;
- (7) prepare and, where appropriate, oversee the budget of the department and oversee the expenditure of all departmental funds;
- (8) where appropriate, recommend the purchase and maintenance of equipment for the department and be responsible for inventory of all equipment assigned to the department;
- (9) represent the department in all matters pertaining to facilities;
- (10) prepare departmental reports required by the dean or other responsible administrative officers;
- (11) oversee all instructional assignments;
- (12) in cooperation with the Regional Campuses and Distance Education Deans, develop, coordinate and promote departmental programs at the regional campuses; and
- (13) perform other duties as assigned by the Dean of the college.

5.5 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) responsible for providing leadership for the research unit in all professional matters, particularly in developing and managing program plans, coordinating activities, and maintaining high quality performance in research;
- (2) responsible for ensuring that the findings of the research unit are promptly published and otherwise disseminated to the public;
- (3) responsible to manage research integrity, conflicts of interest, and objectively serve and represent the interests of the University with respect to research;
- (4) responsible to provide an appropriate spectrum of opportunity for faculty, staff and students;
- (5) responsible to provide the interface between the research unit and the rest of the University and with off campus agencies and institutions;

- (6) responsible for the financial stability of the research unit;
- (7) responsible to supervise and evaluate the work, performance, and professional development of each staff member;
- (8) responsible for representing the research unit in acquiring suitable and adequate offices, laboratories, and other space facilities; and
- (9) responsible for the preparation of research unit reports required by the appropriate administrative authorities.