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## **RESPONSIBILITIES AND CONCERNS OF UNIVERSITY PERSONNEL**

### **PURPOSE**

To provide an organizational chart, Appendix A, that depicts the University's administrative structure and to define the role and function of the mutually supportive components comprising the faculty, the students, the administrative structure, and the support structure.

### **GENERAL POLICY**

A. The Faculty: The faculty of the University consists of all full-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks). Collectively, the faculty determines the educational policy of the University. Within colleges, schools, and departments, the faculty determines educational policy for its respective unit insofar as those policies do not conflict with the policies of other units. Matters over which a faculty has authority (subject to the superior authority of the Board of Supervisors) include:

1. Criteria for membership on the faculty itself;
2. Criteria for admission of students;
3. Degree requirements;
4. Courses and curricula;
5. Student honors;
6. Standards of instruction and grading;
7. Faculty meetings (at the College and University level).

The faculty has proper concern, but not legislative authority, over any aspect of University life, including:

8. Academic freedom;
9. Faculty personnel policies;
10. Faculty grievances;
11. Salaries and support funds;
12. University organization;
13. Student affairs;
14. The University's role, scope and mission;
15. Buildings and facilities;
16. Equipment.

B. The Students: The students of the University comprise all persons who have been duly admitted to at least one course and who are participating in the academic life of the University. Only full-time students in good academic standing may represent the University in any dramatic, musical, athletic, literary, or other LSU organization.

Students have no authority beyond that of ordinary citizens in determining University policy. Their primary concern as students is the advancement of their own understanding. Students can make valid contributions to the academic well-being of the University by arriving at deliberate positions on any aspect of University life. Thus, student parliamentary or conciliar expression is strongly encouraged by the University.

C. The Non-Academic Staff: The non-academic staff is part of the support structure of the University. Individual members of the non-academic staff have substantial authority and responsibility to the University community because of their offices, but the Board of Supervisors has not charged the staff as a whole with policy-making authority for the University. As with students and faculty, deliberative recommendations from staff organizations are encouraged, however.

D. The Administration: Administrative officers of the University exist primarily to execute the broad administrative and educational policies determined by the Board of Supervisors so as to utilize public funds to maximal advantage and to facilitate the educational and scholarly work of the faculty.

1. The Chancellor is the chief executive officer of the University and exercises complete executive authority therein, subject to the direction and control of the Board of Supervisors through the President of the LSU System. Specific responsibilities and prerogatives of the Chancellor include:

- a. Attend the meetings of the Board of Supervisors and its various committees.
- b. Define the organizational structure of the University and designate duties and responsibilities as he deems proper.
- c. Execute or recommend personnel actions as delegated by the President and the Board of Supervisors (See **PM-69**).
- d. Execute all laws relating to the University; all resolutions, policies, rules, and regulations adopted by the Board for the administration and operation of the System, and for the governance of all of its campuses; execute all policies, rules, regulations, directives, and memoranda issued by the President.
- e. Prepare the budget and execute the budget approved by the President and the Board of Supervisors.
- f. Hold membership on all faculties and serve as Vice Chairman of the Faculty Council.
- g. Serve as custodian of all official records of the University except those assigned to a particular college or school or maintained within an academic department.
- h. Serve as the final appellate authority in all grievances and disputes within the University.
- i. Supervise and certify compliance with all equal opportunity provisions and regulations of federal agencies.
- j. Provide for the control, maintenance, and supervision of movable property.
- k. Adjudicate third step grievances in accordance with PS-80.

2. The Executive Vice Chancellor and Provost is the chief operating officer and the chief academic officer of the University. He/she acts as chief administrative officer in the absence of the Chancellor. The Executive Vice Chancellor and Provost represents the Office of the Chancellor on both internal and external matters. Specific duties and responsibilities include:

- a. Hold membership on all faculties of the University.
- b. Serve as Secretary of the Faculty Council.
- c. Execute all regulations, policies, rules, directives, and memoranda dealing with academic matters at both the undergraduate and graduate levels.
- d. Work closely with faculty bodies such as the Faculty Senate to develop academic policy and maintain standards.
- e. Work closely with faculty, staff, and students to ensure the recruitment, retention, and graduation of a highly qualified student body.
- f. Superintend the University's efforts in assessment and be responsible for developing policies and programs to ensure that the University is fully accountable in all aspects of its operations.
- g. Execute personnel actions and/or make recommendations to the Chancellor as delegated concerning all employees assigned to the units reporting to the Executive Vice Chancellor and Provost.
- h. Work closely with deans to ensure the recruitment, development, and retention of an excellent faculty.
- i. Make recommendations to the Chancellor concerning the organization of the University and the duties and responsibilities of the vice chancellors, deans and directors.
- j. Chair the Budget Committee, prepare its recommendations for submission to the Chancellor.
- k. Work in tandem with the Vice Chancellor for Finance and Administrative Services to prepare and monitor the operating budget of the University.
- l. Supervise additions, deletions, and changes in courses and curricula, and, through the Chancellor, report such changes to the Board of Supervisors and the Board of Regents as necessary.
- m. Call and preside over meetings of the Council of Academic Deans and Directors.
- n. Make recommendations to the Chancellor concerning the academic calendar of the University.
- o. Assume responsibility for the content of the General Catalog and other academic publications, including those of the several colleges and departments.
- p. Meet with the Council of Chief Academic Officers of the LSU System to advise the President on academic standards, programs, and policies.
- q. Adjudicate academic and student appeals and grievances that properly come before him/her.
- r. Adjudicate questions of jurisdiction among units reporting to him/her.
- s. Serve, or be represented, on all campus-wide committees and councils that deliberate on the teaching, research, and service functions of the University.
- t. Exercise responsibility for space allocation.
- u. Serve as the campus liaison with the Vice President for Administration and Facility Planning on construction projects of an academic nature.
- v. Monitor and execute salary policy on a campus-wide basis.

- w. Coordinate the University's PS (Policy Statement) system.
- x. Act for the Chancellor in the control of the title, position, and salary control system of the University.
- y. Assist the Chancellor in maintaining liaison with the executive and legislative branches of state government.

3. The Vice Chancellor for Finance and Administrative Services and Comptroller serves as chief fiscal officer and reports directly to the Chancellor in his role as Comptroller for the University. For other functions, he/she reports administratively to the Executive Vice Chancellor. Specific duties and responsibilities include:

- a. Direct the preparation of the operating budget for Louisiana State University and A&M College.
- b. Prepare and properly execute the budget operations of the University.
- c. Direct the maintenance of official financial records and financial statements of the University managed by Accounting Services and the Bursar.
- d. Supervise internal auditing, cost and financial studies.
- e. Provide oversight of audits by outside agencies including the Legislative Auditor.
- f. Responsible for LSU's investment program.
- g. Responsible for all contracted auxiliary services.
- h. Execute or recommend personnel actions affecting employees under his/her jurisdiction.
- i. Ensure that necessary data and analyses are provided to the Chancellor and other senior level administrators to assist in the decision making process.
- j. Work closely with deans/directors to provide data and assistance for planning, resource allocation and reporting. Responsible for ensuring the preparation of the annual Capital Outlay Request and execution of the campus master plan.
- k. Determine general policies relating to minor construction and renovation projects on the campus.
- l. Provide overall direction of automated financial systems.
- m. Adjudicate questions of jurisdiction within the Division of Finance and Administrative Services.
- n. Direct the activities and financial management of various auxiliary enterprises and other administrative support functions.
- o. Is a member of the University Budget Committee.
- p. Oversee the provision of business and administrative services to the System Office, LSU-A, LSU-E, LSU Agricultural Center, Hebert Law Center, and Pennington Biomedical Research Center.

4. The Vice Chancellor for Research and Graduate Studies is the chief research officer of the university, responsible for the administration, service, and promotion of research and graduate studies and for technology transfer and economic development activities. Specific duties include:

- a. Serve as budgetary and administrative head of the Office of Research and Graduate Studies.
- b. Establish and administer internal and external councils to assure the effective operation of research and graduate studies.

- c. Establish appropriate administrative policies and effective procedures pertaining to the conduct of sponsored research and graduate studies at the University.
- d. Encourage and assist the development of research proposals and the acquisition of research grants.
- e. Interact with federal and state agencies, industry, foundations and private contacts to support funding opportunities for the faculty.
- f. Monitor federal and state regulations to ensure University compliance and provide oversight of federal and state sponsored projects.
- g. Execute personnel actions and/or make recommendations as delegated concerning employees assigned to the jurisdiction of the Office of Research and Graduate Studies.

5. The Vice Chancellor for Student Life and Academic Services is the chief student affairs officer and is responsible for the fiscal and personnel management of the division, and provides executive leadership consistent with the educational mission and values of the university. He/she is responsible for developing, implementing, and providing leadership and vision for the division that has as its primary aim the development of a learning environment conducive to student success both inside and outside the classroom. Specific duties and responsibilities include:

- a. Execute all regulations, policies, rules, directives, and memoranda issued by the Executive Vice Chancellor and Provost dealing with matters assigned to the Division of Student Life and Academic Services.
- b. Execute personnel actions and/or make recommendations as delegated concerning employees under the jurisdiction of the Division of Student Life and Academic Services.
- c. Make recommendations to the Executive Vice Chancellor and Provost concerning the organization of units under his/her jurisdiction and the duties and responsibilities of officers in charge.
- d. Adjudicate questions of jurisdiction within the Division of Student Life and Academic Services.
- e. Serve as a liaison between the university administration and student government.
- f. Work in collaboration with students, faculty, and staff to create conditions that support and enhance students' intellectual and personal development.
- g. Serve as the primary advocate for students, lead continuous improvement efforts, enhance the quality of co-curricular life, promote cultural diversity.
- h. Work closely with the Executive Vice Chancellor and Provost to foster a student-centered learning environment in which change is expected and supported.

6. The Vice Chancellor for Strategic Initiatives is the chief strategic initiatives officer. He/she is responsible for activities that support high achievement by faculty, students, and staff and ensure that their efforts are widely recognized. Specific duties and responsibilities include:

- a. Develop strategic initiatives that promote institutional excellence.
- b. Implement special projects relevant to strategic initiatives for the Chancellor and the Provost.
- c. Support the development, implementation, and coordination of faculty, staff, and student mentoring programs across the campus.
- d. Direct strategic initiative to promote external faculty awards.

- e. Direct strategic initiative to create a coordinated external student awards process (e.g. Rhodes, GEM, Goldwater Scholarships).
- f. Direct strategic partnership initiatives (e.g. Lamp, MGE, Joint Faculty) with other Louisiana Universities (e.g. Southern, Tulane, and select Board of Regents peers).
- g. Direct strategic initiatives to become a leading provider of graduate degrees to students from under-represented groups in a variety of fields.
- h. Partner with the Office of Academic Affairs to recruit outstanding faculty to the University, with special emphasis on faculty from under-represented groups.
- i. Solicit external funds to support above activities.

7. Academic deans are responsible to the Chancellor through the Executive Vice Chancellor and Provost. They are the chief executive officers of their respective colleges or schools and hold office at the pleasure of the Board of Supervisors. They are responsible for all aspects of academic life within their colleges, including budgets, teaching, research, personnel matters involving faculty, staff, and students.

Each academic dean shall:

- a. Assume leadership in the development of the programs of the college or school and coordinate and integrate the work of its departments.
- b. Promote excellence in teaching, research and scholarship, and service activities of the college or school.
- c. Formulate and administer policies for the college or school, either on his/her own initiative or as directed by appropriate authority, with due consideration for the prerogatives of the faculty with regard to educational policy. When, in the opinion of the academic dean, the faculty has acted inappropriately or has failed to act on a matter of educational policy, the dean may submit his/her own recommendations to the Chancellor through the Executive Vice Chancellor and Provost, and with approval, implement his/her own recommendation, pending further considerations.
- d. Execute personnel actions and/or make recommendations to the Executive Vice Chancellor and Provost as delegated concerning all employees of the college.
- e. Initiate personnel actions if the appropriate department chair or other administrator fails to do so.
- f. Initiate recommendations for promotions to the rank of Boyd Professor.
- g. Initiate, after consultation with the appropriate faculty, recommendations for the appointment or reappointment of department chairs, and initiate actions for their removal.
- h. Serve as the communications officer for all official business within the college or school and with other University authorities, the students, and the general public.
- i. Certify to the Office of the University Registrar as to the compliance of individual students with requirements for graduation, after receiving the recommendation of the college faculty.
- j. Serve as a member of the Council of Academic Deans and Directors and serve on the committees of that Council.
- k. Appoint such committees from his college as he/she deems necessary or desirable.
- l. Preside at all regular and special meetings of the college faculty.
- m. Supervise the work of department chairs and assume general supervisory responsibility for faculty members and other employees within the college or school.

- n. Oversee the registration and progress of students in the college or school and act for the faculty (after consultation with the appropriate department chairs) in approving exceptions or substitutions in the students' degree programs.
- o. According to established procedures, consider academic appeals by students.
- p. Serve on, or delegate a representative to serve on, hearing panels of the Committee on Student Conduct for students enrolled in the college or school.
- q. Implement such policies and take such actions as he/she deems necessary to assure the personal safety of faculty, staff, and students in his/her college or school.
- r. As provided in PS-35, annually review the performance of professional and administrative personnel under his/her supervision.
- s. Notify department chairs of the schedule for submission of recommendations for reappointment, promotion, and tenure of faculty members.
- t. Serve as custodian of all official records within the offices of the college or school, excepting records assigned to department chairs.
- u. Serve as custodian of all University property which is located in facilities of the college or school and not specifically assigned to another administrative office.
- v. Do whatever else is practicable to increase the effectiveness and significance of the college or school and thus to enhance the prestige of the University.

8. Department chairs or heads are the executive officers of the academic departments. They are responsible to the Chancellor through the appropriate dean and the Executive Vice Chancellor and Provost and hold office at the pleasure of the Board of Supervisors. Chairs may be appointed for an open-ended period or for a specified term.

The chair or head of a department shall, in accord with University and college policies:

- a. Assume responsibility for the quality, effectiveness, and progress of the department.
- b. Formulate and execute departmental policies and execute University and college policies as they affect the department, with due regard for the prerogatives and responsibilities of the faculty.
- c. Execute personnel actions and/or make recommendations to the dean/director as delegated concerning all employees of the department.
- d. Call and preside over all meetings of the departmental faculty.
- e. Coordinate the recruitment of new faculty members and advertise vacancies appropriately, consistent with the University's policies on equal employment opportunity and affirmative action.
- f. Prepare and execute the budget of the department.
- g. Have general charge of all University property allocated to the department.
- h. Assume responsibility for the academic counseling of majors in the department.
- i. Prepare class schedules and assign faculty members' teaching schedules.
- j. Annually conduct a review of the service of each member of the departmental faculty as provided in PS-36.
- k. Recommend changes in courses and curricula as those changes originate within the department.
- l. Consider academic appeals by students as provided in the University's academic appeals procedure.
- m. Serve as custodian of all official records within the department.

- n. Implement policies for the safety and protection of employees and students in the department. The department chair has the authority to take emergency action which he/she deems appropriate to avoid accidents or damage to personnel or property, pending investigation by the dean and appropriate safety committees and other officers.
- o. Assume primary responsibility for recruiting of graduate students and undergraduate majors.
- p. Serve as communications officer for all official business within the department and with the dean of the college or school.
- q. Promote the public image of the department and the University.
- r. Promote excellence in teaching and scholarship.
- s. For the faculty members in his or her department, assign specific duties and define the faculty member's responsibilities to the University.