

University of Louisiana System
Policies and Procedures Memoranda

Chapter III
Faculty and Staff

**SECTION IV. ROLE, CONTRACTUAL ARRANGEMENTS, BENEFITS,
EXPENSES, AND EVALUATIONS OF PRESIDENTS**

- A. The President's Role. The president of an institution, in serving as chief executive officer and leader of a state institution of higher education, is expected to assume a public and official role with responsibilities and duties related to both campus and community life. It is recognized that the demands of this role and position impact upon the president's entire daily life and that of the president's family.

Specific responsibilities of the president shall include, but not necessarily be limited to:

1. Administering the institution over which he/she is appointed and exercising Complete executive authority therein, subject to the direction and control of the System President and the Board;
2. Carrying out all duties expressly assigned by statute and those duties delegated by the Board and System President consistent with policies approved by the Board;
3. Being responsible to the Board and the System President for the effective execution of all Board and System policies, resolutions, rules, and regulations adopted by the Board as well as plans, memoranda, and directives issued by the System President. The institution president's discretionary powers shall be broad enough to enable him/her to meet his/her extensive responsibilities;
4. Providing effective performance as reviewed by the Board's evaluation process, i.e., ensuring excellence in the institution, its faculty and students, in instruction, and research quality;
5. Assuming and retaining control at all times over the budget of the institution, Including functions of review and recommendation concerning the budgets of all divisions of the campus and the preparation of a consolidated budget, as well as execution of the budget as approved by the Board; and development and administration of the campus operational, auxiliary enterprise, and restricted funds budgets as approved by the Board, including establishment of priorities for expenditures and achievement of revenue projections as set forth in the approved budgets;
6. Being the official medium of communication between the System President

- and all constituencies at the campus level: faculty, students, administrators, Classified employees, alumni and the local community;
7. Providing academic leadership for the campus through established planning Processes and prioritization of goals and objectives; promotion of academic excellence through execution of strategic initiatives outlined by the System President and the Board; development and motivation of personnel to accomplish the campus mission; and promotion of innovative and efficient uses of campus resources;
 8. Administration of all aspects of campus affairs affecting student life and Otherwise promoting the learning environment for the welfare of the student body;
 9. Development of an effective public service program for both the campus and the community to ensure the university is meeting the needs of its constituents;
 10. Making recommendations to the System Office for all personnel actions (appointments, promotions, transfers, suspensions, dismissals, retirements, etc.) for Board approval;
 11. Recommending those persons to be granted tenure by the Board;
 12. Development, maintenance, and operation of the campus physical plant as well as the development of long-range capital construction priorities;
 13. Designating an officer who will be second in line of authority at the institution and who will perform such duties as may be assigned by the president, and notifying the System President in writing of this designation; and
 14. Development of an effective community relations program including, but not limited to, developing ongoing relationships with alumni and building the university's endowment. (Addition approved 8/27/99)
 15. Providing effective leadership in efforts to secure various sources of funding for the university.

B. Terms of Appointment. The president of an institution shall be employed at the pleasure or will of the Board of Supervisors, at a salary fixed by the Board.

Upon recommendation of the System President, the university president may be appointed to a tenured academic rank position within a discipline. (Revision approved 1/5/00)

The annual approval of the budget and personnel documents designating the salary and other personnel benefits for an institution head shall not constitute an implied nor expressed agreement for continued employment throughout that fiscal year but are executed or approved solely for the purpose of budgeting and associated fiscal and administrative matters.

1.Compensation. The president of an institution shall be entitled to an overall compensation package which shall be competitive with positions of comparable

requirements, responsibilities, and authority as approved by the Board. (*See PPM*)

2. Presidential Housing and Related Services. For the expedience of the institution, housing is provided on the campus premises where available. Other related services including such items as utilities, furnishings, maintenance, custodial, and domestic services shall be provided to the institution president, the president's spouse, and dependents who are residing with the president. The institution president must reside in such housing, where available, as a condition of employment. This requirement is in recognition of the need for the institution president to be readily available to the institutional community and facilities, to provide for the hosting of official functions, meetings, and activities, and for the overall performance of official duties.

Where suitable housing is not available on campus, the president shall be provided additional compensation as specified through the terms of employment.

C. Presidential Expenses. In accordance with applicable state policies and procedures, an institution shall make adequate provisions within an appropriate expenditure category of its operating budget for funding of campus-related activities and functions that the institution president is expected to host and furnish. Expenditures for these activities may encompass items such as food, beverages, flowers, decorations, and other entertainment-related expenses.

1. Adequate financial and accounting records shall be maintained by the administrative offices of the institution relative to these expenditures so that their specific nature can be identified and verified. The amount of operating funds to be budgeted for these expenses shall be reviewed and approved by the Board annually through the normal budget process.

2. In accordance with state policies and procedures, as the head of a state agency, an institution president is entitled to the personal assignment of a state-provided automobile and its related expenses. The president of an institution may, however, utilize a personal automobile or that provided by an entity other than the institution for official and personal use and have all operating, maintenance, and any other related expenses of such automobile paid by the institution.

D. Evaluations of Presidents. The performance of the institution presidents shall be individually evaluated on a regular basis according to a process approved by the Board. The evaluations are intended to (1) fulfill Board responsibility for making certain that each institution is well managed, (2) help the presidents improve their performance, (3) make certain that sound institutional goals are being pursued, and (4) identify opportunities for improving the management and planning functions of the University of Louisiana System and its constituent universities. (Addition approved 8/27/99)