

From: <http://sacs.nicholls.edu/admins/NSU Policy and Procedure Manual.doc>

1.7 The Office of the President

The President, the chief executive officer of the University, is empowered to perform all actions to make effective the policies of the Board of Supervisors for the University of Louisiana System. The President is charged with the overall responsibility for the organization and administration of the University in accordance with the authority vested in the President by the Board of Supervisors.

1.7.1 Scope of the Office

The President appoints and employs University personnel in accordance with applicable state law and Board of Supervisors' policy. In practice, the President relies upon various administrative officers and faculty bodies to recommend policies and procedures, but retains the authority to administer the University in accordance with provisions of applicable state law and policies of the Board of Supervisors for the University of Louisiana System.

The Board grants authority to the presidents of the colleges and universities within the University of Louisiana System, or their designees, the right to hire or dismiss any classified employee in compliance with state law and appropriate Civil Service Commission regulations. All such action should be reported on System personnel forms.

1.7.2 Board Rules Governing Presidents

The Board of Supervisors for the University of Louisiana System *Board Rules* provides specific considerations for the office of President in regards to: Contractual Arrangements, Compensation, Presidential Housing and Related Services, Presidential Expenses, and Policies Concerning Presidential Vacancies.

1.7.3 Administrative Hierarchy

In the absence of the President, the following chain of command is functional:

1. Provost and Vice President for Academic Affairs (section 1.8)
2. Associate Provost (section 1.8.1)
3. Vice President for Finance and Administration (section 1.9)

4. Vice President for Student Affairs and Enrollment Services (section 1.10)
5. Vice President for Institutional Advancement (section 1.11)

1.7.4 Offices Reporting Directly to the President

In addition to the positions listed in section 1.7.3, the following offices, groups, and personnel report directly to the President: the Internal Auditor, Facilities Planning, the President's Cabinet, the President's Executive Budget Committee, and the Athletic Compliance Coordinator .

1.7.4.1 *Provost and Vice President of Academic Affairs (Section 1.8)*

1.7.4.2 *Associate Provost (Section 1.8.1)*

1.7.4.3 *Vice President of Finance and Administration (Section 1.8.1)*

1.7.4.4 *Vice President of Student Affairs and Enrollment Services (Section 1.10)*

1.7.4.5 *Vice President of Institutional Advancement (Section 1.11)*

1.7.4.6 *Internal Auditor*

The Internal Auditor conducts audits for a variety of programs. These audits ensure the legitimate use of funds and determine compliance with applicable rules, regulations, and laws. The Internal Auditor reports to the President.

1.7.4.7 *Facilities Planning*

The Director of Facilities Planning and Special Projects is responsible for the long-term planning, utilization and allocation of the physical facilities of the University. Specifically, the Director is responsible for the development, implementation and revision of the Facilities Master Plan for the University, the allocation of University's physical resources in a manner consistent with the Master Plan, coordinating the planning and completion of new construction projects for the University, and coordinating the planning and completion of renovations to existing facilities of the University.

1.7.4.8 The Athletic Compliance Coordinator

The Compliance Coordinator reports directly to the President.

1.7.4.9 The President's Cabinet

The President's Cabinet, under the direction of the President, is the group that translates into policy and action recommendations of the faculty through Faculty Senate, administrative officers and university committees. Many local policies under which the University operates are formulated by the Cabinet as are institutional responses to policies and procedures initiated at the state level. The Cabinet is responsible for the development of the annual University budget but with broader university constituent group participation.

The Cabinet is constituted of the President (chair), the Provost and Vice President for Academic Affairs, the Associate Provost, the Vice President for Finance and Administration, the Vice President for Student Affairs and Enrollment Services, the Vice President for Institutional Advancement, the Assistant Vice President for Finance and Administration/Procurement/Physical Plant Operations, the Director of University Relations, the Internal Auditor, and the Executive Assistant to the President. On those occasions that the Cabinet is conducting annual budget planning, Cabinet membership is expanded to include the President of the Faculty Senate, the Chair of the Unclassified Council, the Chair of the Classified Advisory Committee, and the President of the Student Government Association or their designee, along with the Director of Budgeting and the Assistant Vice President for Finance and Administration for Financial Services and Controller.

1.7.4.10 The President's Executive Budget Committee

The President's Executive Budget Committee reports directly to the President.