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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 1.9)*

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.

1.8 The Provost and Vice President for Academic Affairs (Level I)

The Provost and Vice President for Academic Affairs, the ranking academic officer of the University reporting to the President, acts as the chief administrative officer in the President's absence. The Provost and Vice President for Academic Affairs directs and administers all operations and activities of the divisions of academic affairs. The following offices, groups, or personnel

report directly to the Provost and Vice President for Academic Affairs: the Associate Provost; the Assistant Vice President for Academic Affairs; Graduate Studies; Director of Records and Registration; the Honors Program; the Library; and the Academic Deans.

1.8.1 The Associate Provost (Level I)

The Associate Provost serves as the principal associate of the Provost and Vice President for Academic Affairs, assists the Vice President in performing duties of the Office of the Provost, serves as director of Institutional Planning for the University, and reports jointly to the President and the Provost. The Associate Provost sits on the President's Cabinet, Academic Council and Deans Council, and is responsible for the development, implementation and administration of duties related, but not limited, to strategic planning, budget analysis, and special projects as assigned. The Associate Provost serves as Associate Chief Academic Officer, and assumes responsibilities of the Provost in his or her absence. The following offices and personnel report to the Associate Provost: Academic Computing; Assessment and Institutional Research; the Center for Women and Government; Computer Services; Records and Registration; Research and Sponsored Programs.

1.8.1.1 Academic Computing (Level II)

The Department of Academic Computing provides computer and instructional technology support to students and faculty.

1.8.1.2 Assessment and Institutional Research (Level II)

The Director of Institutional Research is responsible for performing and assisting in the areas of data exchange, accountability reporting, analytical studies, and planning. The Director sits on the Academic Council.

1.8.1.3 Louisiana Center for Women and Government (Level II)

The Director is responsible for the encouragement of the future leadership of women by preparing them for public service through non-partisan provision and support of education, research, training and development of creative programs. The program is designed to provide a full semester of learning experience focusing on the role of women in government.

1.8.1.4 Records and Registration

The responsibility of this office is to assure the accuracy and integrity of student academic records. The office

operates registration services, drop/add, resignations, class rosters, and enrollment verifications. The Director sits on the Academic Council.

1.8.1.5 Research and Sponsored Programs (Level II)

The Director initiates and disseminates research grant activities and other sponsored programs, serves as a liaison with the Board of Regents Research Council and with staff of other universities with regard to research grants, assists in grant writing for faculty and staff, and works in conjunction with the university's Coordinator of Grants to disseminate funds

1.8.1.6 University Computer Services (Level II)

University Computer services assists students, faculty, staff and administrators with their data processing needs.

1.8.2 Assistant Vice President for Academic Affairs (Level II)

The Office of the Assistant Vice President for Academic Affairs is an administrative office of the Vice President for Academic Affairs and serves as the SACS-COC Accreditation Liaison. The Assistant Vice President functions under the supervision of the Vice President for Academic Affairs and sits on the Academic Council, Dean's Council, Planning Advisory Group, and University Assessment Committee (added 6/8/05 to reflect job description). Offices reporting to the Assistant Vice President of Academic Affairs include the Coordinator of Policy and Procedure and the Accreditation Web Developer.

1.8.2.1 The Coordinator of Policy and Procedure

The Coordinator monitors as closely as possible statutes and policies that concern Nicholls State University. The Coordinator updates and revises as appropriate the *Nicholls State University Policy & Procedure Manual*. The Coordinator advises the appropriate administrators and personnel of these updates and revisions in the manner described in Section **Error! Reference source not found.** of this *Manual*.

1.8.3 The Academic Deans (Level II)

The academic deans are administrators holding faculty rank. The Dean, as the chief academic and administrative officer of the College, provides

leadership in developing academic programs and promoting high standards of teaching, scholarship, and service. The Dean is expected to represent the College within the larger University structure, and to lead the College in maintaining academic distinction and accreditation. The Dean is under the supervision of the Provost and Vice President for Academic Affairs and sits on the Academic Council. There are six academic colleges and divisions at Nicholls State University: the College of Arts and Sciences, the College of Business Administration, the College of Education, the College of Life Sciences and Technology, University College, and the Chef John Folse Culinary Institute. Associate Deans and Assistant Deans report directly to the various Academic Deans.

Academic procedures, guidelines, and processes relevant to all academic administrators and faculty are published in the *Nicholls State University Bulletin* (<http://www.nicholls.edu/acad/bulletin/index.html>).

1.8.3.1 Academic Administrators Reporting to the Deans

1.8.3.1.1 The Department Heads (Level III)

The Department Head is the academic leader of the department and collaborates with the faculty and the Dean in the development of programs that are most suited in meeting student and academic needs. The Department Head is responsible for mentoring of junior faculty. Mentoring of students is an important responsibility of the Department Head. The Department Head also assigns faculty regarding academic advising; manages departmental resources for the attainment of departmental, college, and University objectives; allocates the departmental budget; and determines course offerings and time schedules. Teaching at the graduate or undergraduate level is required of Department Heads. Department Heads report to the Deans of their academic colleges.

Because of the Department Head's unique role as both administrator and academic leader/faculty collaborator, faculty should be familiar with the administrative staff and faculty sections of the *Policy & Procedure Manual* that delineate policies with regard to department heads.

1.8.3.1.2 Faculty Directors (Level III)

Faculty Directors are full-time ranked academic faculty who receive alternate work time from teaching to administer programs outside the area of an academic department. Faculty Directors should not be confused with Directors of the University who report directly to Vice Presidents. The Director of Graduate Studies is an example of a University Director. Faculty Directors are under the supervision of second-level administrative officers to whom they report. Examples of Faculty Directors are the Director of the Center for Dyslexia and Related Learning Disorders and the Director of Distance Learning.

1.8.3.1.3 Department Coordinators

Other faculty within the various academic departments are sometimes given alternate work time to oversee special departmental programs. Faculty serving in these positions shall be called Coordinators.

1.8.4 Graduate Studies (Level II)

The Director's office focuses on the development of graduate programs and the concerns of graduate students. The Director coordinates all graduate programs. The Director sits on the Academic Council.

1.8.5 University Library (Level II)

The director is the principal administrator of library operations and activities, including the Center for Instructional Media. The Director sits on the Academic Council.

1.9 Vice President for Finance and Administration (Level I)

The Vice President for Finance and Administration is the principal administrator of the University's business activities and financial affairs. The following report directly to the Vice President for Finance and Administration: Financial Services/Controller; Human Resources; and Physical Plant Administration. The Director of Human resources and the two Assistant Vice Presidents report directly to the Vice President for Finance and Administration. The Assistant Vice President for Financial Services and Controller supervises Accounts Payable, the Assistant Controller and the Budget Office, Athletic Budget Finance, Auxiliary Enterprises, Fee Collection Center, and

Payroll/Grants Administration. The Assistant Vice President for Procurement and Physical plant Operations supervises the Assistant Director of Purchasing, Grounds, and Operations/Maintenance. Descriptions of some of these areas follow.

The primary responsibilities of Finance and Administration are to manage the business activities and financial affairs of the University and to keep the President and governing boards apprised of the institution's financial condition. The Office of Finance and Administration is responsible for the coordination, development, and preparation of the various university budgets. Once the budgets have been approved, this office monitors revenue collections, expenditures by each unit, and management reports regarding the financial condition of the University.

1.9.1 Directors and Administrators

1.9.1.1 *Assistant Vice President for Financial Services/Controller Section (Level II)*

is the principal administrator responsible for the daily financial functions of the University ranging from accounts payable, accounts receivable, fee collections, cash deposits, payroll, financial records, financial reporting, grants and contracts and budgets.

1.9.1.2 *Director of Human Resources (Level II)*

serves as the University affirmative action/equal opportunity compliance officer and is the principal administrator responsible for administering institutional personnel policies and practices for staff and faculty.

1.9.1.3 *Assistant Vice President for Procurement and Physical Plant Operations Purchasing and Property Control (Level II)*

is the principal administrator for the procurement of equipment, supplies and services, supervises the identification and movement of all state property and is responsible for Risk Management. This unit also oversees Grounds and Maintenance.

1.10 Vice President for Student Affairs and Enrollment Services

The Vice President for Student Affairs and Enrollment Services, who reports to the President, is the chief

student affairs officer directing and supervising all student-related programs, functions, and services outside the classroom. The Vice President for Student Affairs and Enrollment Services is responsible for supervising the following third-level units: Auxiliary Services; Enrollment Services; Student Life; and Student Services.

The division of Student Affairs and Enrollment Services is charged with the care, safety and development of students outside the classroom. Its role is to facilitate students' entry into the university and to remove artificial barriers to their academic and personal achievement. It provides opportunities for students to work with others, develop social skills, and become leaders.

1.10.1 Directors and Administrators

1.10.1.1 Assistant to the Vice President (Level II)

The Assistant to the Vice President for Student Affairs and Enrollment Services serves as the administrative liaison for University Police, providing line management and supervision on behalf of the University President. In the absence of the Vice President, the Assistant Vice President provides administrative leadership for the Division. The Assistant also provides administrative support for budgeting for System Fund units.

1.10.1.2 Executive Director of Auxiliary Services (Level II)

is the principal administrator of University food and catering services, camps and conferences, physical facilities housing student and community activities, the Student Union, the Bookstore, and the Post Office.

1.10.1.3 Dean of Student Life (Level II)

is the principal administrator for all student co-curricular activities, campus recreation, residential services, Student Judicial Office, Upward Bound, orientation, entertainment programming, and for the administration of student discipline

1.10.1.4 Dean of Student Services (Level II).

is the principal administrator of campus recreation, counseling and peer assistance programs, disabled student services, placement, testing, and university health services.

1.10.1.5 Director of Enrollment Services (Level II)

is responsible for new student recruitment, high school visitations, pre-collegiate programs, campus tours, telemarketing, scheduled mailings, hosting major recruiting events and New Student Orientation. The Director supervises the processing of applications for admission and re-admission, residency applications, and Veteran's Affairs.

1.11 Vice President for Institutional Advancement

The Vice President for Institutional Advancement reports to the President and is responsible for planning, coordinating and implementing fund-raising and fund-raising programs that support the total objectives of the University. The Vice President for Institutional Advancement is responsible for supervising the following: Alumni Affairs; Athletics; Development; Printing and Design Services; and University Relations.

1.11.1 Directors and Administrators

1.11.1.1 Assistant Vice President of Development Officer (Level II)

provides leadership for the overall development program on behalf of the University and coordinates fundraising activities for all colleges, departments, and auxiliary units on the campus.

1.11.1.2 Director of Alumni Affairs (Level II)

serves as liaison between the University and the Alumni Federation, coordinates, plans, and executes all activities regarding main events of the Alumni Federation. The Alumni Director represents Nicholls State University at all University-related functions and other functions designated by the President.

1.11.1.3 Director of Athletics (Level II)

is the principal administrator of all intercollegiate sports programs, training, and competition in men's and women's NCAA events.

1.11.1.4 Director of Student Publications and Printing (Level II)

responsible for the training and supervising of all students working on the University student newspaper, *The Nicholls Worth*, and the yearbook, *La Pirogue*, and for

supervising the University's design, typesetting, and printing facilities.

**1.11.1.5 Director of University Relations
(Level II)**

creates and implements a comprehensive marketing program for Nicholls State University, with a focus on public relations and advertising.