



# Southeastern Louisiana University

## University Administrative Positions

### **Faculty Handbook**

*Part I: Organizational Structure of Southeastern Louisiana University  
Section E. University Administrative Positions*

### **Classified Employee Handbook**

*Part I: Organizational Structure of Southeastern Louisiana University  
Section E. University Administrative Positions*

### **Unclassified Employee Handbook**

*Part I: Organizational Structure of Southeastern Louisiana University  
Section E. University Administrative Positions*

## **TERM APPOINTMENT OF ADMINISTRATORS**

All administrative staff, including vice presidents, deans, directors, department heads, and other similar positions, shall hold their administrative appointment at the pleasure or will of the University of Louisiana System. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel 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.

Appointments are made by the appropriate University official based upon recommendations of the budget unit head of the employing unit. According to the *Rules* of the University of Louisiana System, "The president of an institution [in the System] shall be employed at the pleasure or will of the University of Louisiana System, at a salary fixed by the System" (Part Two, Chapter III, Section IV, Role, Contractual Arrangements, Benefits, Expenses, and Evaluations of Presidents, located at:

<http://www.ulsystem.net/assets/docs/searchable/boards/Chpt 3 IV Presidents.pdf>.

## **DESCRIPTIONS OF ADMINISTRATIVE POSITIONS**

### **President**

The President formulates plans and programs for and directs administration of Southeastern Louisiana University within the authority delegated by the University of Louisiana System. The President performs the following essential functions:

1. Directly supervises the Provost and Vice President for Academic Affairs; Vice President for Student Affairs; Vice President for University Advancement; Vice President for Administration and Finance; Executive Director of Public and Governmental Affairs; Director of Athletics; Director of Internal Auditing; Director of Economic and Business Development; Chief Information Officer; Compliance Coordinator; Assistant to Athletic Director for Student Services; EEO/ADA Compliance Coordinator; and Administrative Assistant(s).

2. Plans objectives and develops organizational policies to coordinate functions and operations between divisions and departments and to establish responsibilities and procedures for attaining objectives.
3. Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions.
4. Coordinates with the Provost; Vice President for Administration and Finance; Vice President for Student Affairs; Vice President for University Advancement; and the Assistant Director of Budgets in the development of the University's annual operating budget and capital budget for submission to the University of Louisiana System, the Board of Regents, and the Louisiana Legislature.
5. Plans and develops labor and public relations policies designed to improve the University's image and relations with customers, employees, and public.
6. Evaluates performance of subordinates for compliance with established policies and objectives of organization and contributions in attaining objectives.
7. Conducts Presidential Staff meetings; confers with staff to plan and initiate programs concerning organizational, operational, and academic functions of the University; and oversees their execution.
8. Meets with administrative officials and representatives of business, community, and civic groups to promote educational, research, and public service objectives and policies of institution.
9. Establishes operational procedures, rules, and standards relating to faculty and staff classification standards, financial disbursements, and accounting requirements.
10. Represents Southeastern Louisiana University at the meetings of the University of Louisiana System and at formal functions.

The President may also chair University committees, including management, executive, and administrative.

### **Provost and Vice President for Academic Affairs**

The Provost directs and coordinates activities of all academic affairs divisions for Southeastern Louisiana University. These divisions include the Colleges of Arts, Humanities, and Social Sciences; Business; Education and Human Development; Nursing and Health Sciences; Science and Technology; Division of General Studies; Honors and International Initiatives Programs; Division of Extended Studies; Sims Memorial Library; Enrollment Services; Center for Faculty Excellence; Center for Student Excellence; The Southeastern Channel; Sponsored Research and Programs; and Special Projects & TRIO. The Provost is also the chief planning officer for the University and coordinates long- and short-term planning activities with internal and external constituencies. The Provost also aids the President in formulating and administering organizational policies and procedures concerning Academic Affairs. The Provost performs the following essential functions:

1. Directly supervises the Assistant Vice President for Academic Affairs; Assistant Vice President for Extended Studies; Director of Honors and International Initiatives; Director

of the Center for Faculty Excellence; Director of the Center for Student Excellence; Director of Special Projects and TRIO; Station Manager of The Southeastern Channel; Director of Sims Memorial Library; Director of Enrollment Services; and Deans of the Colleges of Arts, Humanities, and Social Sciences; Business; Education and Human Development; Nursing and Health Sciences; Science and Technology; and the Director of the Division of General Studies.

2. Participates in formulating and administering University policies and assists in developing long-range goals and objectives for the University.
3. Coordinates with the President, Vice President for Administration and Finance, Vice President for Student Affairs, Vice President for University Advancement, and Assistant Director of Budgets in the development of the University's annual operating and capital outlay budgets for submission to the University of Louisiana System, Board of Regents, and the Louisiana Legislature.
4. Appoints search committees for the hiring of faculty and staff.
5. Develops and refines procedures and oversees their implementation and maintenance.
6. Coordinates the University's planning process, serving on the University Planning Council and working with the chairs of the established planning committees, academic deans and department heads, Vice President for Administration and Finance, Vice President for Student Affairs, Vice President for University Advancement, and President.
7. Participates in formulating and administering University and divisional policies and in developing long-range goals and objectives as a member of the University Planning Council.
8. Coordinates planning and activities related to the University's assessment program with the Assistant Vice President for Academic Affairs.
9. Coordinates and/or directs special analytical studies in the academic and administrative areas of the University to address such issues as trends in enrollment, relationship between teaching and research, budgetary requirements, and space and resource planning for academic programs and administrative units.
10. Confers with the President and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
11. Encourages and supports excellence in teaching, research, and service.
12. Maintain strong, healthy community, public, and legislative relations for the benefit of the University.
13. Assists with University development activities, including fund-raising, booster clubs, etc.
14. Communicates with deans, department heads, and faculty on any subject pertinent to Academic Affairs.
15. Serves as ex officio member of the Graduate Council and works directly with the Council and program heads in reviewing and implementing policies and procedures related to those areas.

16. Works closely with the University of Louisiana System and the Board of Regents on System activities.
17. Works closely with Federal and or Congressional leaders.
18. Initiates activities to promote positive perceptions of Southeastern.
19. Supports close working relationships with Louisiana Parish School Boards, as well as community colleges and technical colleges.
20. Maintains professional activities.
21. Represents Southeastern Louisiana University in speaking engagements and public appearances both on and off campus.
22. Represents Southeastern Louisiana University on the Council of Vice Presidents of Academic Affairs advising the University of Louisiana System Board of Supervisors and the System staff.

In addition, the Provost represents the University in a leadership capacity for community organizations and activities; attends and participates in campus social activities; performs the responsibilities of President if he/she is unable; and may perform any other job-related duties as assigned by the President.

### **Vice President for Administration and Finance**

The Vice President for Administration and Finance directs and coordinates activities of the division for which responsibility is delegated to departmental directors for further attainment of goals and objectives. Departments include Assistant Vice President for Finance, Assistant Vice President for Operations, Budget Office, Controller's Office, Purchasing and Property Control, University Center, Auxiliary Services, Safety and Hazardous Materials Management, Physical Plant and Services, Human Resources, Facility Planning, and financial matters of the Athletics Department. The Vice President performs the following essential functions:

1. Directly supervises the Assistant Vice President for Finance who oversees the Controller, Director of Purchasing and Property Control; the Assistant Vice President for Operations who oversees the Director of Auxiliary Services, Director of Hazardous Materials Management, the Director of the University Center and the Assistant Director of Budgets; Director of Facility Planning; Director of Human Resources; Director of Physical Plant Services; and one Administrative Assistant.
2. Confers with President and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
3. Cooperates with other top management personnel in formulating and establishing University policies, operating procedures, and goals.
4. Conducts management meetings with directors to establish, delineate, and review program organizational policies; to coordinate functions and operations between departments; and to establish responsibilities and procedures for attaining objectives.
5. Participates in formulating and administering University and divisional policies and in developing long-range goals and objectives as a member of University Planning Council.

6. Conducts management studies, prepares workload and budget estimates for specified or assigned operations, analyzes operational reports, and submits activity reports.
7. Coordinates assigned program activities, determine methods and procedures for carrying out programs, and assist in interpreting policies and practices.
8. Develops and recommends plans for expansion of existing programs, operations, and financial activities.
9. Formulates or interprets regulations and policies for implementation by staff and supplies information to attorneys and litigants in various cases.
10. Reviews analyses of activities, costs, operations, and forecast data to determine division progress toward stated goals and objectives.
11. Apprises the President on a regular basis of developments pertaining to fiscal matters.
12. Coordinates with the President, the other Vice Presidents, and the Assistant Vice President for Operations in the development of the University's annual operating budget for submission to the University of Louisiana System, the Board of Regents, and the Louisiana Legislature.
13. Coordinates with the President, the other Vice Presidents, and the Director of Facility Planning in the development of the Capital Outlay budget for submission to the University of Louisiana System, the Board of Regents, and the Louisiana Legislature.
14. Oversees the overall financial reporting and budgetary control systems to ensure proper control, custody, management, and investment of University assets.
15. Reviews technical problems and procedures of departments and recommends solutions to problems or changes in procedures.
16. Represents Southeastern Louisiana University on the Council of Vice Presidents of Finance advising the University of Louisiana System Board of Supervisors and the System staff.
17. Assists the Athletic Department with budget/financial issues.

### **Vice President for University Advancement**

The Vice President for University Advancement directs and coordinates the activities of the Special Development Activities Office, the Alumni Office and the Development Office. In addition, the Vice President for University Advancement is the primary fund-raising officer of the University. The Vice President for University Advancement performs the following essential functions:

1. Directly supervises and evaluates the performance of the Senior Development of University Advancement, Alumni Director, Gift History Accountant, and Coordinator of Gifts and Database Administration.
2. Confers with the President and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.

3. Cooperates with other top management personnel in formulating and establishing University policies, operating procedures, and goals.
4. Conducts management meetings with the Senior Development Director of University Advancement, Alumni Director, Coordinator Gifts and Database Administration, and Gift History Accountant to establish, delineate, and review programs; to coordinate functions and operations of the units reporting to the Vice President for University Advancement; and to establish responsibilities and procedures for attaining objectives.
5. Participates in formulating and administering University and divisional policies and in developing long-range goals and objectives as a member of the University Planning Council.
6. Coordinates assigned program activities, determine methods and procedures for carrying out programs, and assist in interpreting policies and practices.
7. Works with the Alumni Director and the Southeastern Alumni Association's Board of Directors to plan and coordinate all alumni activities.
8. Serves as the Executive Director of the Southeastern Development Foundation.
9. Works with the Director of Public Information to plan and coordinate opportunities to publicize and promote the University.
10. Works with the President, the Provost, Director of Development, and the Southeastern Development Foundation to plan and implement Southeastern's major fund-raising activities.
11. Initiates activities to promote positive public relations for Southeastern and represents Southeastern in speaking engagements and public appearances.
12. Works in conjunction with other units to coordinate their fund-raising activities, especially athletics and Fanfare.
13. Coordinates and approves all hiring in the Alumni Office, the Development Office, and the Special Development Activities Office.
14. Serves as a member of various University committees.
15. Performs any other administrative task as assigned by the President.

### **Vice President for Student Affairs**

The Vice President for Student Affairs is the Chief Student Affairs Officer of the University and is responsible for planning, development, coordination and administration of all areas of student services. The functional areas of Student Affairs are as follows: Assistant Vice President, Student Affairs, Office of Student Conduct, Disability Services, Student Publications, University Counseling Center, and University Police. The Vice President performs the following essential functions:

1. Directly supervises the Assistant Vice President of Student Affairs, the Director of University Police, the Director of Career Services, the Director of the Office of Student Conduct, the Director of Student Publications, the Director of Disability Services, and the Director of the University Counseling Center.

2. Responsible for the overall direction of the Division of Student Affairs.
3. Works with the President and other Vice Presidents to ensure that students are considered at the forefront in planning initiatives.
4. Serves as a member of the University Planning Council in developing long-range goals and objectives.
5. Communicates with faculty, staff, and students on any subject pertinent to student affairs.
6. Guides the development of the Division with an appropriate sense of direction.
7. Conducts periodic staff needs assessment to avoid duplication of efforts and uncoordinated activities.
8. Monitors an effective communication system among the professional staff.
9. Develops long-range goals and annual objectives according to the University Strategic Vision.
10. Involves staff in setting goals for the Division of Student Affairs.
11. Coordinates, with the staff, adequate budgetary requests, prioritizing needs, and allocating resources accordingly.
12. Develops an organizational structure to clarify the mission of the Division and to remove obstacles to performance.
13. Ensures organizational flexibility as the Division evolves.
14. Implements and refines effective procedures for staff participation in decision-making and for communication and coordination of organizational units.
15. Promotes interaction between faculty and student affairs officers.
16. Helps to integrate responsibilities for meeting student needs between academic departments and the Division of Student Affairs.
17. Encourages faculty/student affairs partnerships in developing workshops on such topics as student development theory, learning styles, and understanding diversity.
18. Provides for the recruitment, selection, orientation, development, and evaluation of staff.
19. Provides leadership for the supervision and training of staff.
20. Assists staff to create individual plans for personal/professional development.
21. Guides the development of a procedure for assessing staff performance.
22. Attends professional conferences and workshops to remain abreast of pertinent issues in student affairs.
23. Ensures that the Division of Student Affairs is represented adequately in policy deliberations at all levels outside of the student affairs area.

24. Provides for student participation in University governance through committee services.
25. Assists the staff in developing student leaders.
26. Promotes student success through programming, staffing, and involvement as measured through outcome-based evaluations (e.g., student satisfaction, changes in behavior).
27. Promotes an environment that nourishes individual student growth and achievement and that insists on being civil in interpersonal exchanges.
28. Assists the staff in developing programs for the changing student population(s).
29. Appoints committees and task forces to study and improve services to students.
30. Serves as the final appeal for all disciplinary matters.
31. Remains on call 24 hours a day for emergencies.

### **Assistant Vice President for Academic Affairs**

The Assistant Vice President of Academic Affairs is responsible to the Provost and assists the Provost in the management and coordination of the functions of the Office of Academic Affairs. The Assistant Vice President of Academic Affairs is responsible for the following essential functions:

1. Provides oversight of the Office of Institutional Research and Assessment.
2. Compiles and reports data and information (in conjunction with the Office of Institutional Research and Assessment as needed) to the President and Provost relative to Academic Affairs issues.
3. Provides leadership for designing, managing, and developing faculty workload information systems and reporting.
4. Provides coordination for university strategic planning.
5. Provides coordination for institutional accountability and effectiveness.
6. Serves as primary coordinator for maintenance and subsequent revisions of personnel handbooks.
7. Serves as the University's institutional representative responsible for tracking performance standards and indicators as required by the Louisiana Office of Planning and Budget, Division of Administration.
8. Provides support and leadership for policy development and institutional decision-making through participation on university committees.
9. Provides support and leadership for ad hoc issues as requested by the President or Provost.
10. Reviews all grants and contract proposals on behalf of the Provost's office.

11. Reviews and recommends approval of all supplemental pay and hiring of part-time Academic Affairs faculty and staff.
12. Serves as ex-officio coordinator of the University Curriculum Council and keeping the Provost apprised of the activities of the Council.
13. Serves in an advisory capacity to the Provost as requested.

### **Chief Information Officer**

The Chief Information Officer provides leadership in the strategic planning, development, implementation and integration of information systems, resources and services. Reporting to the President, the Chief Information Officer identifies and communicates the technology implications for all strategic goals, and anticipates changes and emerging trends in information technology that might impact University resources. The primary responsibilities of the Chief Information Officer include the following:

1. Responds to the needs of the whole community of users and potential users, both administrative and academic, through listening, coordinating, and planning.
2. Leads Southeastern to a sensible, cost-effective vision for information technology.
3. Administers all information technology services.
4. Develops, promotes, and implements a comprehensive strategic vision and implementation plan for supportive information systems consistent with Southeastern's vision and mission.
5. Anticipates changes and emerging trends in information technology and library sciences that might impact Southeastern resources, and assume a leadership role in developing information technology strategies to meet operational and strategic needs.
6. Develops and implements sound institutional policies, procedures, controls and standards related to information technology to safeguard the information resources of Southeastern while supporting Southeastern's mission and strategic goals.
7. Works collaboratively with faculty, staff, and campus leaders to integrate the use of technology in promoting student success, productive scholarship, service, and community outreach.
8. Provides leadership to enhance student learning and the student experience through delivery and resourceful use of state-of-the-art information technologies and systems, including administrative and operational data systems, academic technology delivery infrastructure, desktop computing, and associated support services.
9. Defines, develops, and manages information technology projects, budgets, and capital investment.
10. Develops, manages and continually enhances a technology organization that is productive, dynamic, cost effective, responsive to stakeholder needs, and mission driven.
11. Collects, synthesizes, and reports information on campus-wide technology budget, personnel, and services.

12. Represents the information technology needs and interests of the University within the community and the region.

### **Assistant Vice President for Student Affairs**

The Assistant Vice President for Student Affairs is responsible to the Vice President for Student Affairs and assists the Vice President in the management and coordination of the functions of the Division of Student Affairs. The Assistant Vice President for Student Affairs supervises the following departments: Student Government Association, Leadership Development, Campus Activities Board, Multicultural/International Student Affairs, Recreational Sports and Wellness, Student Organizations and Strategic Initiatives, Greek Life, Student Union, and Shuttle Services.

The Assistant Vice President for Student Affairs is responsible for the following essential functions:

1. Demonstrate knowledge of the overall University operations.
2. Demonstrate knowledge of fiscal operations, budget preparation and accounting for departmental and divisional expenditures and revenue.
3. Demonstrate knowledge of public relations operations.
4. Demonstrate qualities which characterize the Assistant Vice President for Student Affairs as a promoter, organizer, administrator, developer and executive.
5. Oversee the areas comprising Student Development.
6. Develop goals and objectives for the Student Development area.
7. Work closely with individual administrators and supervisory staff in directing and guiding them to a cooperative realization of division goals and objectives.
8. Develop and organize the unit in such a manner that working relationships between personnel and those of other departments are maintained at a high level of mutual understanding.
9. Implement a well balanced program impacting students' social, intellectual, cultural, physical, emotional, spiritual and cultural needs.
10. Develop and implement a variety of educational programs and activities for students and the University community.
11. Encourage learning for fun with topics and activities including practical skills development and other areas that promote personal growth.
12. Develop training programs for student success.
13. Chair the Arts and Lectures Committee, establish the series with input from students and the academic areas, manage the student fees budget and coordinate the planning and presentation of all series events.
14. Maintain the University Electronic Calendar.

15. Serve as final approval for all non-academic activities through the Registration of Activities Form, keep file records of all such activities, insure that events are registered properly and that all necessary staff are informed of events.
16. Approve the posting of all signs on campus.
17. Maintain and approve all Off-Campus Visitation Forms.
18. Enforce and update the University Alcohol Policy.
19. Serve as the Budget Unit Head for the Alcohol Awareness Funds.
20. Oversee the Drug-Free Schools and Communities Act, including the Biennial Review.
21. Collect documentation to be used in the federal audit of the Drug-Free Schools and Community Act.
22. Disseminate the Drug-Free Schools and Community Act policy to the University community.
23. Oversee the Student Affairs Academic Enhancement program and funds.
24. Maintain and oversee the University Public Speech Policy.
25. Maintain and approve the Food Policy and Permission Forms, including teaching the University Food Safety Course.
26. Maintain and oversee the Political Activity at Southeastern events.
27. Maintain and approve all Off-Campus Residence Waiver Forms.
28. Serve as the Chair of the CLAWS (Connecting Lion Activities With Students) Committee and oversee the budget.
29. Chair and oversee DSA Welcome Week.
30. Assist with programming for the residence hall students.
31. Chair and oversee the Division of Student Affairs Student Orientation Program.
32. Oversee the Division of Student Affairs Enrollment Services programs.
33. Represent the Vice President for Student Affairs where/when necessary.
34. Serve as a resource for the various departments within the Division of Student Affairs.
35. Oversee special division programming as needed.
36. Assist the Vice President for Student Affairs as needed.
37. Serve as the DSA On-Call administrator, including the scheduling of staff and collection of incident reports from the individual staff members.
38. Serve as the DSA On-Call representative at least one week a month, including all semester breaks/holidays, and the handling of any situation involving major injury, death, suicide/attempts or sexual assault.

39. Hold memberships with and participate in programs offered by national, regional and state associations dealing with Student Personnel and Development.
40. Other duties as assigned by the Vice President for Student Affairs and President.

### **Assistant Vice President for Finance**

The Assistant Vice President for Finance is responsible to the Vice President for Administration and Finance and assists the Vice President in the management and coordination of the accounting and finance functions of the Division of Administration and Finance. The Assistant Vice President for Finance supervises the Controller, and the Director of Purchasing and Property Control.

The Assistant Vice President for Finance is responsible for the following essential functions:

1. Ensures compliance with the University's mission by working with department directors to develop and review departmental plans, goals, and objectives, assuring development of effective business processes incorporating automation with appropriate technologies, designing systems of effective controls to guide work toward expected outcomes, evaluating progress towards their accomplishment, monitoring workloads and prioritizing staffing needs accordingly, overseeing the preparation and implementation of the annual budget for assigned departments and maintaining executive authority over departmental budgets.
2. Helps to assure an effective, coordinated response to unexpected events and ensure the campus community, including Building Coordinators, is aware of the plan and their role in its execution.
3. Advises the Vice President for Administration & Finance and, as directed, senior administrators, and the Board of Supervisors, on issues within the areas of responsibility by presenting reports and recommendations, findings, and other information as required.
4. Maintains as a priority compliance with laws, regulations, and standards applicable to departmental activities.
5. Encourages high morale and the delivery of quality, customer-focused services by areas of responsibility by employing a leadership style that motivates employees to accomplish established goals and objectives in a collegial, self-motivating manner.
6. Responsible for managing and directing the division's implementation of the University/s enterprise wide software systems to include but not limited to Financials, Human Resources, Student Financials, and Payroll as part of PeopleSoft. This includes but is not limited to:
  - Testing upgrades, patches, and fixes to PeopleSoft and other Divisional software products.
  - Design and develop complex report specifications and interfaces required.
  - Created data extraction from the various systems using queries and/or SQRs and SQLs.
7. Identify areas within the division which could improve inefficiencies and/or reduce costs as well as provide additional services to the University's customers and make appropriate recommendations to the Vice President.
  - Prepare financial plans and staffing pattern required for appropriate project

- implementation and upgrades as it relates to divisional technology needs.
  - Make recommendations and prepare specifications for modification and customization of PeopleSoft delivered software. These modifications and customizations are developed through the University's IT Department.
  - Assist departments in creating training opportunities to use the Enterprise Wide systems.
8. Serve as the Vice President for Administration & Finance Office webpage master. Also assist other departments in coordinating and implementing webpage activities.
  9. Create appropriate decision support packages to provide the appropriate data/information to assist the University in making appropriate decisions.
  10. Provide oversight to the Budget Office, the compilation and reporting of the University's annual budget as well as the Budget Requests.

### **Marginal Duties:**

Serving on various committees as requested by the Vice President for Administration & Finance.

Other duties as assigned by the Vice President.

Ensures the University community is informed about current and planned projects within areas of responsibility by providing accurate, complete, and timely information to affected constituencies.

Facilitates effective planning and coordination by developing and maintaining a master calendar of significant, recurring events in areas of responsibility.

Ensures that miscellaneous assignments are completed in the best interest of the University by accepting and accomplishing tasks delegated by the Vice President for Administration & Finance.

Remains competent and current by reading professional journals and literature, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as appropriate.

### **Assistant Vice President for Operations**

The Assistant Vice President for Operations is responsible to the Vice President for Administration and Finance and assists the Vice President in the management and coordination of the functions of the Division of Administration and Finance. The Assistant Vice President for Operations supervises the following departments: Auxiliary Services and Safety and Hazardous Materials Management

The Assistant Vice President for Operations is responsible for the following essential functions:

1. Ensures compliance with the University's mission by working with department directors to develop and review departmental plans, goals, and objectives, assuring development of effective business processes incorporating automation with appropriate technologies, designing systems of effective controls to guide work toward expected outcomes, evaluating progress towards their accomplishment, monitoring workloads and prioritizing staffing needs accordingly, overseeing the preparation and implementation of the annual

budget for assigned departments and maintaining executive authority over departmental budgets.

2. Helps to ensure achievement of the goals and objectives of the University by assisting with and overseeing the preparation of an internal budget for assigned departments.
3. Works closely with Auxiliaries, Safety, and the University Center to develop annual plan, budget, and assessment activity to ensure continuous improvement in providing quality service.
4. Encourages high morale and the delivery of quality, customer-focused services by areas of responsibility by employing a leadership style that motivates employees to accomplish established goals and objectives in a collegial, self-motivating manner.
5. Helps to assure an effective, coordinated response to unexpected events and ensuring the campus community, including Building Coordinators, is aware of the plan and their role in its execution.
6. Advises the Vice President for Administration & Finance and, as directed, senior administrators, and the Board of Supervisors, on issues within the areas of responsibility by presenting reports and recommendations, findings, and other information as required.
7. Maintains as a priority compliance with laws, regulations, and standards applicable to departmental activities.
8. Assist the Vice President for Administration & Finance with the design and implementation of Third Party Projects. This includes, but is not limited to: writing request for proposals (RFPs), reviewing RFPs, developing presentations and working with various groups on final implementation (i.e. lease lease-backs, financing documents, etc.).
9. Assist the Vice President for Administration & Finance in establishing Divisional and University policy and procedures.

#### Marginal Duties:

Serving on various committees as requested by the Vice President for Administration & Finance.

Other duties as assigned by the Vice President.

Ensures the University community is informed about current and planned projects within areas of responsibility by providing accurate, complete, and timely information to affected constituencies.

Facilitates effective planning and coordination by developing and maintaining a master calendar of significant, recurring events in areas of responsibility.

Ensures that miscellaneous assignments are completed in the best interest of the University by accepting and accomplishing tasks delegated by the Vice President for Administration & Finance.

Remains competent and current by reading professional journals and literature, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as appropriate.

## **Assistant Vice President of Extended Studies**

The chief administrative officer of the Division of Extended Studies shall be the Assistant Vice President. The Assistant Vice President shall be appointed by the President of the University with approval of the University of Louisiana System and be responsible to the Provost and Vice President for Academic Affairs and to the President for the administration of the Division.

Among other duties, the Assistant Vice President serves on the Academic Affairs Council and performs these essential functions:

1. Oversees strategic (includes short- and long-range) planning, direction, and development of the Division and its various departments.
2. Coordinates non-credit continuing education courses and activities, and coordinates credit courses and telecourses, including off-campus, evening, and weekend courses.
3. Plans, initiates, and oversees organizational, operational, and academic functions for the Division and oversees their execution.
4. Promotes recruiting, appointments, and compensation for off-campus sites. Provides support for and assists the departments in fund raising, proposal writing, and developing new programs for Southeastern Louisiana University.
5. Participates in activities of faculty committees and in development of academic budget. Controls budgetary matters over the Division.
6. Coordinates policies and procedures for the various departments.
7. Represents the Division at formal functions and in public relations efforts such as speaking engagements and outreach activities in the community.
8. Works with and chairs University committees. Helps to formulate University policy through the Academic Affairs Council and the Deans' Council.
9. Maintains operational procedures, rules, and standards relating to faculty and staff classification standards.
10. Oversees the scheduling of courses and recommends implementation of additional courses.
11. Advises the Provost and President on academic matters concerning the Division.

## **Director of Enrollment Services**

The Director of Enrollment Services is directly responsible to the Provost and Vice President for Academic Affairs and oversees all units and services in the enrollment services organization, including: Undergraduate, Graduate, and International Admissions, Recruitment, Freshman Orientation, Financial Aid and Scholarships, Records and Registration, Testing, and Veterans Services. The Director of Enrollment Services performs the following essential functions:

1. Coordinates the development and implementation of Southeastern's Recruitment/Marketing and Retention/Progression Plans.

2. Works with the administration to establish enrollment goals and leading enrollment services initiatives to achieve the goals.
3. Represents the University on the Board of Regents' Council of Enrollment Management Officers.
4. Serves as team leader for continuing development and enhancement of the student administration modules of PeopleSoft, the university's administrative computer system.
5. Oversees the implementation of academic policy.
6. Serves as liaison between the Provost and other university offices for student-related issues.
7. Helps formulate University policy through the Academic Affairs Council, Deans Council, University Planning Council and working in numerous capacities on other university ad hoc and standing committees, councils and task forces.
8. Assists in all activities related to the development of institutional partnerships, articulation agreements, cross-enrollment agreements and dual admissions programs with institutions in Louisiana as well as institutions abroad.
9. Represents the university at formal functions and in public relations efforts.
10. Performs special tasks as assigned by the Provost or President.

### **Executive Director of Public and Governmental Affairs**

The Executive Director of Public Information and Governmental Affairs is an unclassified staff administrator who assists the President with the management of the executive office and the coordination of its functions with the various units in the University's internal organizational structure and with both private and public agencies and organizations. The Executive Director of Public and Governmental Affairs plans and conducts activities and programs for the President that are designed to create and maintain a favorable public image for the President and the University. This position is responsible for supervising the Director of Public Information and the Administrative Assistant. Areas of responsibility include, but are not limited to the following:

1. Serves as the President's liaison with various constituencies of the University as well as establishing and maintaining excellence in public relations. Coordinates community relations and University marketing. Arranges and conducts public contact programs designed to meet the University's objectives, utilizing knowledge of changing attitudes and opinions of students, potential students, employees, legislators, donors, and other constituents.
2. Promotes goodwill through publicity efforts such as speeches, exhibits, films, tours, and question and answer sessions. Represents the President during community projects and at public, social, business, and governmental gatherings. Oversees research of market data, creative ideas, responses to press inquiries, and preparation of materials for presentation at meetings.
3. Serves as the University's governmental liaison at local, state, and federal levels.
4. Advises the President on all policy issues including budget and finance.

5. Works with the President and the administrative staff in promoting cultural diversity. Assists with educational programs to develop and increase the level of appreciation for diverse cultures and their values.
6. Works with the Alumni Office and the Development Office on special public relations efforts such as fund raising for major events and publicity. Assists with fund-raising programs and activities.
7. Works with area Chambers of Commerce, community organizations, and legislators on special University-related projects. Also represents the President at other institutions as needed.
8. Interprets policies, rules, and regulations to the University community and applies rules to executive matters for appropriate presidential action. Prepares reports including conclusions and recommendations for solution of administrative problems. Assists with the preparation of annual reports. Responds to requests for information as well as oversight of the President's correspondence.
9. Confers with the President on contemplated social functions.
10. Assists with planning and coordinating presidential functions such as commencement, press conferences, receptions, and special meetings with visiting dignitaries.
11. Supervises the Administrative Assistant and the Director of Public Information.

## **Director of Athletics**

The Director of Athletics reports to the President and the Vice President for Administration and Finance (for budget purposes only). The Director of Athletics is responsible for the overall management of the intercollegiate athletics program within the policies, procedures and guidelines established by the Board of Supervisors, the President of the University and the NCAA. The Director of Athletics oversees the activities of the Senior Associate Athletic Director, Associate Athletics Director, Assistant to the Director of Marketing, Assistant to the Director for Campus/Concessions, Director of Academic Services/Special Projects, Athletic Trainer, Head Men's Basketball Coach, Head Women's Basketball Coach, Head Baseball Coach, Head Track Coach, Head Tennis Coach, Head Volleyball Coach, Head Softball Coach, Head Golf Coach, all Athletic Department Support Personnel, Administrative Assistant, and Accounting Technician. The primary responsibilities of the Director of Athletics include the following:

1. Establishes and maintains an efficient organizational structure which has clearly-defined goals, responsibilities and lines of authority.
2. Selects personnel for key administrative positions which are the best available in terms of their education, work experience and record of accomplishment. Hold key administrators accountable for high standards of performance in their assigned duties.
3. Provides opportunities for training and professional development of all employees.
4. Maintains and develops a staff of head coaches and trainers that are nationally recognized for their coaching records and their contributions to the coaching profession. Establishes working environments for the coaches that are conducive to good coaching and allows them to concentrate on their primary functions.

5. Continuously evaluates coaches and staff to ensure high standards in the areas of (1) teaching athletic skills, (2) motivating assistant coaches and student-athletes, (3) recruiting student-athletes, (4) dedicating themselves to University responsibilities and (5) all other factors important to coaching. Provides the support needed for the professional development of the Southeastern coaching staff, to include promoting the accomplishments of coaches, establishing good human relationships within the coaching staff, providing for participation in coaching clinics, etc.
6. Works with the coaches and the Faculty Athletics Committee to establish schedules for the various athletic teams. Ensure that the resulting inter-institutional contracts protect the interests of Southeastern. Provides for optimum management of all athletic events.
7. Works with the NCAA and the Southland Conference to protect the interests of the University and its athletics program. Develops and maintains procedures to ensure that the rules and regulations of the NCAA are met. Responsible for departmental compliance with all NCAA and Southland Conference rules and regulations.
8. Ensures that athletic ticket transactions are made in accordance with the policies of the Board of Trustees and that those responsible for sales are held accountable for all funds collected.
9. Works closely with the Southeastern Athletics Association, Southeastern Louisiana University Foundation and Southeastern Louisiana University Alumni Federation in fund raising endeavors to ensure that the accumulation of revenues is sufficient to cover the costs of student scholarships and plant expenditures.
10. Maintains fiscal control over revenues and expenditures to ensure that the Department of Athletics is managing its funds properly. Works closely with the Southeastern Office of Administration and Finance to ensure that all financial transactions of the Department of Athletics are consistent with the policies and procedures of the University or special policies that apply to the department.
11. Ensures a clean, safe and functional physical plant.
12. Develops and maintains a quality program that meets the academic needs of the student athletes (e.g., counseling, tutorial, study hall, academic advising, etc). Work with the Office of Student Affairs regarding student attendance at athletic events, code of conduct, etc.
13. Provides a strong sports medicine program for the prevention and treatment of athletically related injuries, as well as, the maintenance of the general health of all student-athletes.
14. Maintains effective working relationships with the following groups: the academic community of the University, to include the faculty, staff, students and administrations; the Board of Supervisors; elected officials, to include the Governor, other principle state officials and the Legislature; University Relations and Development, to include Alumni, Southeastern Louisiana University foundation members, etc; representatives of the press and electronic media; high school coaches and administrators; general public; and NCAA and professional organizations.
15. Develops and maintains a high-quality sports information program covering all varsity sports programs, promote athletic events, coaches, student-athletes, and the University.
16. Performs other duties as assigned by the President.

## **Academic Deans**

The chief administrative officer of each College shall be the Dean. The Dean shall be appointed by the President of the University, with the approval of the University of Louisiana System. The Dean shall be responsible to the Provost and Vice President for Academic Affairs and to the President for the administration of the College and shall be the agent of the faculty for the execution of educational policy.

Among other duties, the Dean performs these essential functions:

1. Oversees strategic (includes short- and long-range) planning, direction, and development of the College and its various academic departments.
2. Coordinates and administers the rules and academic standards regarding undergraduate and graduate instruction, curricula, and scheduling.
3. Plans and initiates programs concerning organizational, operational, and academic functions for the College and oversees their execution.
4. Promotes faculty development, recruitment, appointments, promotions, and compensation. Provides support for and assists the departments in fund raising, proposal writing, and developing new programs for Southeastern Louisiana University.
5. Participates in activities of faculty committees, and in development of academic budget. Controls budgetary matters over the College.
6. Coordinates policies and procedures for the various departments.
7. Represents the College at formal functions and in public relations efforts such as speaking engagements and outreach activities in the community.
8. Works with and chairs University committees. Helps to formulate University policy through the Academic Affairs Council and the Dean's Council.
9. Maintains operational procedures, rules, and standards relating to faculty and staff classification standards.
10. Oversees the scheduling of courses and recommends implementation of additional courses.
11. Advises the Provost and President on academic matters concerning the College.

## **Department Heads**

The title of "Department Head" shall be the official designation of the position. The Department Head has a twelve-month appointment. The Department Head is the chief administrative officer of each academic department. The Department Head shall be appointed by the President of the University, with approval of the University of Louisiana System. The Department Head shall be responsible to the Dean of the College, to the Provost and Vice President for Academic Affairs, and to the President for the administration of the department.

The Department Head serves a key position in the management of Southeastern Louisiana University; success in fulfilling assigned responsibilities requires an individual who understands

the role of administration and accepts administrative authority and responsibility. The successful Department Head must possess personal qualities such as openness, integrity, and objectivity. The Department Head must be effective in planning, communicating, coordinating, problem solving, negotiating, setting goals, and representing the department, college, and University.

The Department Head serves a dual role as faculty member and administrator of the department. A workload of administration, research/scholarship, and teaching, as appropriate to the scope of the department's program, shall be negotiated by the Department Head and the Dean, with the expectation that a six-hour teaching assignment, or the equivalent, is the norm for fall and spring semester, and a three-hour teaching load, or the equivalent, is the norm for the summer. As a faculty member, the Department Head is expected to maintain teaching effectiveness and scholarly productivity. As an administrator, the Department Head serves as the unit budget officer and is responsible for the planning, direction and development of the department. Generally, the portion of workload committed to administrative duties is devoted to activities such as hiring, supervising, and evaluating faculty, preparing the department's schedule of course offerings, maintaining departmental records, appointing and coordinating departmental committees, and addressing student needs. The Department Head acts as liaison between departmental faculty and the Dean, serving as an advocate for the department and implementing the directives of the Dean.

The Department Head shall be eligible for all faculty development grants.

Among other duties, the Department Head performs these essential functions:

1. Oversees strategic (includes short- and long-range) planning, direction, and development of the academic department.
2. Coordinates and administers the rules and academic standards regarding undergraduate and graduate instruction, curricula, and scheduling for the department.
3. Plans and initiates programs concerning organizational, operational, and academic functions for the department and oversees their execution.
4. Promotes faculty development and recruitment for the department. Evaluates faculty in accordance with evaluation guidelines and the guidelines for tenure and promotion. Makes recommendations for faculty appointments, promotions, and compensation. Provides support for and assists the department in fund raising, proposal writing, and developing new programs in congruence with the mission of Southeastern Louisiana University.
5. Develops the budgets for the department. Monitors budgetary matters for the department. Develops budget requests that are forwarded to the Deans.
6. Coordinates policies and procedures for the department.
7. Represents the department at formal functions and in public relations efforts such as speaking engagements and outreach activities in the community.
8. Works with and chairs University committees as assigned. Assists the Dean in the formulation of College policy.
9. Maintains operational procedures, rules, and standards relating to faculty and staff.
10. Oversees the scheduling of courses and recommends implementation of additional courses.

11. Advises the Dean and the Provost on academic matters concerning the department.

### **Selection of Department Heads**

1. When the dean elects not to recommend reappointment, or when vacancies in the office of department head occur, the dean shall initiate the formation of a departmental screening committee. In such cases, the dean has the option to appoint a temporary replacement. The dean shall consult with the faculty of the department concerning his/her choice of temporary replacement.
2. The full-time tenured and tenure-track faculty in a department shall have the option of serving as the screening committee or of electing a screening committee from this group. Faculty who intend to be candidates and those who are on official leave may not serve on the screening committee. If a department has fewer than four faculty members eligible to serve on the committee, the dean shall appoint tenured faculty from within the school/college in order to bring the numbers of the committee to four.
3. As its first order of business the committee shall elect a chairperson by a majority vote.
4. There shall then commence a specified time period for formulation of a job description (approved by the dean, Provost, and President), initiation of a national search, and submission to the chairperson of the screening committee of letters of application, vitae, and other pertinent information.
5. After the deadline for applications has passed, the screening committee shall meet to review credentials:
  - a. After the candidates' credentials have been reviewed, the screening committee shall schedule a meeting with all full-time faculty to apprise them of the status of the search.
  - b. The screening committee shall consult with the dean to select the candidates to be interviewed and to schedule interviews.
  - c. The screening committee shall afford an opportunity for all full-time faculty to meet the candidates during the on-campus interviews and to provide input regarding the strengths, weaknesses, and acceptability of the candidates.
6. At the conclusion of the search process, the screening committee shall meet to cast a secret ranked poll. The chairperson shall submit to the dean the names of the top three candidates, unranked, accompanied by a narrative assessment of the candidates, indicating their strengths and weaknesses.
7. The dean shall review the screening committee's recommendations and meet with the committee to discuss each candidate's strengths and weaknesses. From the committee's list, the dean shall make a formal recommendation to the Provost concerning the appointment of the department head. The dean may elect not to select a candidate and instead recommend reopening the search.
8. The Provost shall make a formal recommendation to the President, who may appoint the department head, subject to approval of the University of Louisiana System Board of Supervisors.
9. If the President does not wish to appoint a department head from the candidates recommended by the screening committee, he/she shall order the committee to

reconvene in order to recommend a different group of candidates or reopen the search process.