

Statutes of Columbus State University, Academic Administrative Officers, and General Administrative Officers

Summary

Outlines the roles and responsibilities of the administrative and general administrative officers

Purpose

To help clarify the role of each academic administrative and general administrative officer.

Policy

ARTICLE III. ACADEMIC ADMINISTRATIVE OFFICERS

Section 1.

The academic administrative officers shall be the Provost/Vice President for Academic Affairs, Associate Vice Presidents for Academic Affairs, the Deans of Colleges, the Dean of the libraries, the Chairs of Departments, and any other academic officials in the areas of instruction and research. All such officers shall not hold tenure in their administrative positions as officers. They may hold tenure on the teaching Faculty. Administrative officers shall be appointed by the President and shall hold office at the pleasure of the President.

Section 2. Provost/Vice President for Academic Affairs:

The Vice President for Academic Affairs shall be a member of the University Faculty and an ex officio member of the Faculty Senate. Reporting to the President, the Provost/Vice President for Academic Affairs shall be responsible for the leadership and direction of the academic programs. The Provost/Vice President for Academic Affairs shall be appointed by the President. When the occasion arises for the appointment of a new Provost/Vice President for Academic Affairs, a search and screen committee will be formed. The faculty of the institution shall be consulted and asked to nominate persons to serve on the search and screen committee. Each College shall elect three faculty nominees for the committee, and the Library shall elect two faculty nominees; comprising a pool of fourteen nominees. The majority of the search and screen committee shall be appointed from this nominated pool and the majority shall be composed of faculty. The President shall appoint the committee. The chair of the search and screen committee shall be a tenured faculty member and shall be appointed by the President. The Faculty and general

administrative officers shall have an opportunity to participate in the selection process and to express their opinions and preferences of candidates for the new appointment.

Section 3. Deans of Colleges:

The responsibilities of the Dean of each College shall include coordination of the academic programs and instructional activities of the College; recommendation to the Provost/Vice President for Academic Affairs for the appointment, reappointment, promotion and tenure, and dismissal of faculty members after consultation with appropriate faculty committees; and preparation of budget requests following consultation with the Faculty of the College. The Dean shall report directly to the Provost/Vice President for Academic Affairs. When the occasion arises for the appointment of a new Dean a search and screen committee shall be formed composed in the majority of representative faculty members from that College. Prior to the formation of a search and screen committee, the Provost/Vice President for Academic Affairs shall consult with the Faculty of the College regarding appropriate representation on the committee. Faculty of the College shall be asked to nominate persons to serve on the search and screen committee. College faculty shall elect a minimum of ten faculty nominees for the committee. The majority of the search and screen committee shall be appointed from this nominated pool and the majority shall be composed of College faculty. The Provost/Vice President for Academic Affairs shall appoint the committee. The chair of the search and screen committee shall be a tenured College faculty member, and shall be appointed by the Provost/Vice President for Academic Affairs.

Section 4. Dean of Libraries:

The responsibilities of the Dean of Libraries shall include development of the Library's collection and coordination of information services and bibliographic instructional activities; recommendation to the Provost/ Vice President for Academic Affairs for the appointment, reappointment, promotion and tenure, and dismissal of Library faculty members after consultation with appropriate faculty committees; and preparation of budget requests following consultation with the Library Faculty. The Dean of Libraries shall report directly to the Provost/Vice President for Academic Affairs. When the occasion arises for the appointment of a new Dean a search and screen committee shall be formed. The President shall act upon the recommendation of the Provost/Vice President for Academic Affairs who shall make a recommendation after consultation with a search and screen committee composed in the majority of representative faculty members. Prior to the appointment of a search and screen committee, the Vice President for Academic Affairs shall consult with the Faculty of the Library regarding appropriate representation on the committee. Faculty of the Library shall be asked to nominate persons to serve on the search and screen committee. The majority of the committee shall be composed of Library faculty. The Provost/Vice President for Academic Affairs shall appoint the committee. The chair of the search and screen committee shall be a Library faculty member, and shall be appointed by the Vice President for Academic Affairs.

Section 5. Department Chairs:

Department Chairs provide academic and fiscal leadership for their departments. Department Chairs shall report to their respective Dean. Department chairs serve at the pleasure of the dean and are not tenured in their role as a chair. The Provost/Vice President for Academic Affairs shall appoint Department Chairs. When the occasion arises for the appointment of a new Department Chair, a search and screen committee composed in the majority of full-time teaching faculty from that Department shall be formed to make recommendations to the appropriate Dean. Prior to the appointment of a search and screen committee, the Dean shall consult with the faculty of the Department regarding appropriate representation on the committee. Faculty of the Department shall be asked to nominate persons to serve on the search and screen committee. Departmental faculty shall elect faculty nominees for the committee. The majority of the search and screen committee shall be appointed from this nominated pool and the majority shall be composed of faculty of the Department. The appropriate Dean shall appoint the committee. The chair of the search and screen committee shall be a tenured departmental faculty member, and shall be appointed by the appropriate Dean.

ARTICLE IV. GENERAL ADMINISTRATIVE OFFICERS

Section 1. The officers of general administration shall include the President and the Vice Presidents. The President shall appoint additional administrative officers as the need arises. General administrative officers shall not hold tenure in their positions as officers; they may, however, hold tenure on the teaching Faculty.

Section 2. When the occasion arises for the appointment of a general administrative officer, the President shall consider the opinions and preferences of the Faculty and general administrative officers prior to recommending an appointment to the Board of Regents.

<https://faculty.columbusstate.edu/docs/statutes-of-csu-without-university-council.pdf>

Related USG Policy

3.2.1.2 Administrative Officers

Last Update

N/A

Responsible Authority

Associate Provost for Faculty & Judicial Affairs