



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

FACULTY HANDBOOK

UNIVERSITY POLICY

CHAPTER III

ADMINISTRATIVE ORGANIZATION

3.1 BOARD OF TRUSTEES

The 1971 General Assembly provided that, effective July 1, 1973, the Board of Trustees shall consist of thirteen members: (1) eight elected by the Board of Governors; (2) four appointed by the Governor; and (3) the President of the student government, ex-officio. The term of office of all trustees, except the ex-officio member, shall be four years.

3.2 THE POWERS AND DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees shall promote the sound development of the University with the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other institutions and enable it to perform at a high level of excellence in every area of endeavor. The Board of Trustees shall serve as advisor to the Board of Governors on matters pertaining to the University and shall also serve as advisor to the Chancellor concerning the management and development of the University.

3.3 CENTRAL ADMINISTRATION ORGANIZATION

3.3.1 The Cabinet

The Cabinet is composed of the chancellor, provost and vice chancellor for academic affairs, vice chancellor for business and finance, vice chancellor for information technology and telecommunications, vice chancellor for research and economic development, vice chancellor for university advancement university relations, vice chancellor for student affairs, vice chancellor for human resources, general counsel for legal affairs, special assistant to the chancellor, and athletics director. This group meets and acts in an advisory role to the chancellor.

3.3.2 Chancellor

The chancellor is the chief executive officer of North Carolina Agricultural and Technical State University and is recommended by the Board of Trustees and selected by the president of the University of North Carolina and the Board of Governors. The chancellor reports to the Board of Trustees for the operation and management of the University.

As the University's chief executive officer, the chancellor is authorized by the Board of Trustees to develop and maintain efficiency and operational excellence within the University. The chancellor is charged with recommending policies for the Board's consideration and approval and is responsible for implementing these policies once they have been approved. The chancellor has the final authority to approve, reject or modify recommendations of the faculty and administrative staff on matters that do not require board action. The chancellor is the official spokesperson for the University.

3.3.3 Provost and Vice Chancellor for Academic Affairs

The provost and vice chancellor for academic affairs is the chief academic officer and is responsible for the administration of the University's schools/colleges including the: School of Agriculture and Environmental Sciences; College of Arts and Sciences; School of Business and Economics; School of Education; College of Engineering; School of Nursing; School of Technology; School of Graduate Studies; Joint School of Nanoscience and Nanoengineering; Library Services, and other administrative areas related to the academic enterprise. The academic deans report to the provost and vice chancellor for academic affairs, as do five associate vice chancellors, and two special assistants for budget and administration. The vice chancellors for information technology/CIO, student affairs, and vice chancellor for research and economic development report to the provost and vice chancellor for academic affairs.

The provost and vice chancellor for academic affairs serve as the chairperson of the Deans Council, which advises on academic matters. The Office of the Provost is the source of recommendations to the chancellor regarding academic policies as well as personnel policies affecting faculty. This office is responsible for resource allocation, monitoring faculty workloads, and enrollment management. The provost reviews recommendations of the academic deans and department heads regarding appointments, salary increments, promotions, tenure, reappointments, and termination of faculty and academic staff, then transmits them to the chancellor with recommendations.

3.3.4 Vice Chancellor for Business and Finance

The vice chancellor for business and finance is the chief financial officer and is responsible for the general financial operation of the University, including accounting, financial reporting, preparation of the University budget and the biennial (expansion) budget, legislative appropriation requests and budget control. The vice chancellor for business and finance assists the chancellor in allocating University funds, managing properties, capital improvement and debt financing, managing property acquisition, and representing the University's interests and relationships with state and other governmental agencies. The vice chancellor for business and finance is also responsible for fiscal operations including accounting, auxiliary services, purchasing, food services, and campus safety. The division of business and finance operates under policies and procedures consistent with state and federal law and the University of North Carolina General Administration's policies and procedures. Under the vice chancellor for business and finance's leadership, staff is responsible for conducting training and assisting the University to ensure effective fiscal management.

3.3.5 Vice Chancellor for Information Technology and Chief Information Officer

The vice chancellor for information technology, in the Division of Information Technology (DoIT), is the chief information officer and is responsible for providing overall leadership, vision, strategic management, and accountability for university-wide information technology services (instructional, research, student life, and administrative computing). The CIO plays a major role in advancing the mission of the University by implementing a strategic approach to the development and delivery of information technologies, systems, and services that are innovative and cost-effective and that provide strong support for the University's teaching, research, student-life, and administrative activities. The CIO leads the definition of overall technology standards, policy development, and investments for the University in the context of a comprehensive plan for IT that deploys best practices in the management of information technology systems and services in all areas of academic and administrative computing, client services, and data and network infrastructure. Other responsibilities include technical support for distance education and other alternative instructional technology delivery systems; development and management of fiscal operations for information technology; development of policies related to various areas; software/hardware licensing, and the security of institutional information resources.

3.3.6 Vice Chancellor for Research and Economic Development

The vice chancellor for research and economic development is responsible for the administration of all research and sponsored-program activity at the University. The vice chancellor for research and economic development also interacts with external agencies on behalf of the University and develops administrative and operational policies and procedures for complying with agency regulations and for handling comprehensive pre- and post- award functions. The vice chancellor for research and economic development also administers the protection and disposition of intellectual property and the establishment of mechanisms for technology transfer and economic growth of the region.

3.3.7 Vice Chancellor for University Advancement

The vice chancellor for university advancement is responsible for developing and securing philanthropic opportunities through alumni giving and partnerships with corporations and other public or private sources. The vice chancellor provides leadership for strategic planning and execution of major campaigns. The vice chancellor plays a vital role in building and maintaining relationships with donors. Creating a positive image of the University and managing publicity through media are important responsibilities of the vice chancellor for university advancement.

3.3.8 Vice Chancellor for Student Affairs

The vice chancellor for student affairs is responsible for the supervision of all areas related to student life. The vice chancellor for student affairs' office provides programs and activities that complement the academic mission of the University and contribute to the intellectual, social, moral, cultural, and personal development of students. The vice chancellor for student affairs provides oversight and coordination of units such as residential life, counseling, health and medical services, services for veterans and students with disabilities, and career services. This administrator serves as an advocate for students to the administration and interprets University policies to students to assure and maintain quality student life.

3.3.9 General Counsel for Legal Affairs

The general counsel for legal affairs reports directly to the chancellor and is a member of the chancellor's cabinet. The general counsel is the university's senior attorney, who manages the Office of Legal Affairs. The general counsel is responsible for providing timely and accurate legal advice and information to the university's Board of Trustees, administrators, faculty, and staff. The general counsel advises on a wide range of topics, and advises substantially in areas of law related to personnel, student affairs, and public records, and works with administrators in policy development. The policy work includes responsibility for developing the university's policy website, and updating it as new policies or revisions to existing ones are approved. This position is responsible for coordination of all litigation with the office of the Attorney General of North Carolina in federal courts, state courts, and administrative tribunals, and provides assistance as needed, including consulting with the chancellor for settlement authority. Legal Affairs mediates matters with the Attorney General's office, and on its own, and investigates and responds to EEOC charges. For university internal matters which cannot be resolved, Legal Affairs represents the administration in campus hearings, or assists administrators in such hearings. Negotiating, drafting, and review of contracts are significant functions. Educational sessions are offered on significant topics. To protect the University's trademarks, the general counsel is responsible for managing the university trademark-licensing program. When needed, the general counsel interacts with the state and local government.

3.3.10 Vice Chancellor for Human Resources

The vice chancellor for human resources reports to the chancellor and serves as one of the senior-level administrative positions constituting the Chancellor's Cabinet. The vice

chancellor for human resources is responsible for all aspects of human resources administration and daily operations including recruitment, compensation, employee relations, equal opportunity and affirmative action, benefits, workers' compensation, professional development and training, performance management, staff communications, employee orientation, and recognition programs. While the Office of the Provost has sole responsibility for the appointment, promotion, and tenure of the faculty, all other human resources functions related to employees are supported by the Vice Chancellor for Human Resources. It is important that the vice chancellor for human resources translate institutional priorities into a vision for human resource programs that are responsive to the University's needs.

3.3.11 Deans

The deans are responsible for the overall administration and management of the Schools, Colleges, University Studies, Library Services, and the Graduate School. Deans are responsible for providing a vision, direction and oversight for strategic planning. Other administrative responsibilities include: budget management and resource allocation; program development and planning; evaluation and assessment; accreditation oversight; faculty and staff development; faculty hiring and appointments, reappointments, promotion and tenure and post-tenure review; and enforcing academic policies and regulations. Academic deans provide curricular supervision and coordination. The deans also represent the faculty, students, and librarian's perspectives in University planning as well as communicate and develop relationships with external constituencies and internal units.

3.3.12 Deans Council

The Deans Council is composed of deans of the: School of Agriculture and Environmental Sciences; College of Arts and Sciences; School of Business and Economics; School of Education; College of Engineering; School of Nursing; School of Technology; School of Graduate Studies; Joint School of Nanoscience and Nanoengineering; [CW: omit?]; and Library Services. This Council makes recommendations to the chancellor through the provost and vice chancellor for academic affairs on broad categories of academic issues such as faculty employment guidelines and other areas related to faculty development, implementation and discontinuance of academic programs and activities, admission criteria, retention and graduation.

3.3.13 Department Chairpersons

The department chairpersons report to the deans of the designated schools/colleges. The department chairpersons are responsible for the leadership and administration of the academic departments. Engaging faculty in the strategic planning process for the academic unit is an important role. Each department chairperson is responsible for budget development, management and allocation. Primary responsibilities of the department chairpersons in personnel management include: recruitment and hiring; faculty assignments and workload; evaluation, reward, development and professional guidance; and participation in the reappointment, promotion and tenure and post-tenure review process. The department chairperson oversees accreditation and curricular and program development, secures external funding, and supports

faculty research, teaching and service. Facilities management duties include coordination and oversight of classroom and laboratory usage.

Approved by the Board of Trustees

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