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**SUBJECT: Responsibilities and Concerns of University Personnel**

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The Faculty

The faculty of the University consists of all full-time members of the academic staff having the rank of Instructor or higher<sup>1</sup>. Collectively, the faculty determines the educational policy of the University. Within the department and divisions, the faculty determines educational policies for its respective unit insofar as these policies do not conflict with the policies of other units. Matters over which a faculty has authority (subject to the superior authority of the Board of Supervisors) include:

1. Criteria for membership on the faculty itself
2. Criteria for admission of students
3. Degree requirements
4. Courses and curricula
5. Student honors
6. Standards of instruction and grading
7. Faculty meetings (at division and department levels)

The faculty has proper concern, but not legislative authority, over several other aspects of University life, including:

1. Academic freedom
2. Faculty personnel policies
3. Faculty grievances
4. Salaries and support funds
5. University organization
6. Student affairs
7. The University's role, scope, and mission
8. Buildings and facilities

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<sup>1</sup> See [PM 23](#) on the Ranks, Provisions, and Policies Governing Appointments and Promotions of Academic Staff dated February 2, 2009. See Part 1, Article VIII, Section 2 and Part II, Chapter I, Sections 1-2.1 through 1-2.4 of the [LSU Board of Supervisors Bylaws and Regulations](#) (June 19, 2015).

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9. Equipment

The Students

The students of the University comprise all persons who have been duly admitted and registered in at least one course and who are participating in the academic life of the University. Only students in good academic standing may represent the University in any dramatic, musical, literary, or other LSU Eunice organization. Good academic standing is defined as the typical status of a student who has an overall grade point average equal to or better than a 2.0 ("C").

Students' primary concern is the advancement of their own education. Students can make valid contributions to the academic well-being of the University by arriving at deliberate positions on any aspect of University life. Thus, student parliamentary or conciliar expression is strongly encouraged by the University.

The Non-Academic Staff

The non-academic staff is part of the support structure of the University. Individual members of the non-academic staff have substantial authority and responsibility to the University community because of their offices. The Board of Supervisors, however, has not charged the staff as a whole with policy-making authority for the University. Nevertheless, as with students and faculty, deliberate recommendations from staff organizations are encouraged.

The Administration

Administrative officers of the University exist primarily to execute the broad administrative and educational policies determined by the Board of Supervisors so as to utilize public funds to maximal advantage and to facilitate the educational and scholarly work of the faculty.

For administrative purposes the University is divided into inter-related structures, each headed by a Vice Chancellor, Director, Coordinator, or Division Head.

The Chancellor

The Chancellor is the chief executive officer of the University and exercises complete executive authority therein, subject to the direction and control of the Board of Supervisors through the President of the LSU System.

The Chancellor shall<sup>2</sup>:

1. Define the organizational structure of the University and designate duties and responsibilities as deemed proper.
2. Appoint, promote, transfer, suspend, and dismiss all academic, administrative, and professional employees subject to confirmation by the President and the Board of

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<sup>2</sup> See Part 1, Article VII Section 4 Chancellors of the [LSU Board of Supervisors Bylaws and Regulations](#) (June 19, 2015).

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Supervisors.

3. Take and approve personnel actions relating to classified and unclassified personnel in the University.
4. Execute all laws relating to the University; all resolutions, policies, rules, and regulations adopted by the Board of Supervisors; and all policies, rules, regulations, directives, and memoranda issued by the President.
5. Prepare the budget, and execute the budget approved by the President and the Board of Supervisors.
6. Hold membership on all faculties, and serve as Vice-Chair of the Faculty Council.
7. Serve as custodian of all official records of the University except those assigned to a particular department or division.
8. Serve as the final appellate authority in all grievances and disputes within the institution.
9. Supervise and certify compliance with all affirmative action/equal opportunity provisions and regulations of federal agencies.
10. Appoint committees to assist or advise as necessary.
11. Provide for the control, maintenance, and supervision of movable property.
12. Serve as the medium of communication between the President and all campus personnel.

The Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs serves as the chief academic officer of the University and, in the absence of the Chancellor, acts on his/her behalf.

The Vice Chancellor for Academic Affairs shall

1. Hold membership on all faculties of the University.
2. Execute all regulations, policies, rules, directives and memoranda dealing with academic matters, assessment, and grants issued by the Chancellor.
3. Implement educational policy for the University.
4. Make recommendations to the Chancellor concerning the appointment, promotion, transfer, suspension, or dismissal of all employees assigned to the jurisdiction of the Office of Academic Affairs.

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5. Make recommendations to the Chancellor concerning the organization of the academic units of the University and the duties and responsibilities of division and department heads.
6. Advise the Chancellor with respect to the preparation and execution of the budget in academic divisions.
7. Supervise additions, deletions, and changes in courses and curricula.
8. Call and preside over meetings of the Academic Council.
9. Make recommendation to the Chancellor concerning the academic calendar of the University.
10. Assume responsibility for the academic content of the General Catalog and other academic publications, including those of the academic divisions.
11. Coordinate all admission policies and procedures including those associated with selective admissions programs.
12. Adjudicate academic appeals and such other grievances as properly come forth.
13. Adjudicate questions of jurisdiction among academic units at this institution.
14. Adjudicate matters relating to residence and admission.

The Vice Chancellor for Business Affairs

The Vice Chancellor for Business Affairs serves as chief fiscal officer and is responsible to the Chancellor for all fiscal and business affairs of the University.

The Vice Chancellor for Business Affairs shall

1. Execute all regulations, policies, rules, directives, and memoranda issued by the Chancellor dealing with fiscal matters, with the operation of the physical plant, with purchasing procedures, and with personnel and services under his/her direction.
2. Make recommendations to the Chancellor concerning personnel actions, including the appointment, promotion, transfer, suspension, dismissal of all employees under his/her jurisdiction.
3. Make recommendations to the Chancellor concerning fiscal policies, all aspects of the physical plant, purchasing, accounting, auxiliaries, and various services under his/her jurisdiction.
4. Oversee the financial affairs of the University to include compliance, timely reporting,

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and accuracy.

5. Adjudicate questions of jurisdiction within the Office of Business Affairs.
6. Assume responsibility for the financial management of the auxiliary enterprises and other areas of responsibility.
7. Prepare and properly execute the budget operations of the University.
8. Determine general policies relating to minor construction and renovation projects on the campus.
9. Supervise classified personnel on campus.
10. Serve as Executive Director of Eunice Student Housing Foundation, Inc. dba/Bengal Village.

The Vice Chancellor for Student Affairs and Enrollment Services

The Vice Chancellor for Student Affairs and Enrollment Services serves as chief administrative officer in matters relating to students.

The Vice Chancellor for Student Affairs and Enrollment Services shall

1. Execute all regulations, policies, rules, directives, and memoranda issued by the Chancellor which deal with student personnel services, financial aid, recruiting, guidance and testing, scholarships, student and residential life, campus security, student activities, enrollment management, and other matters assigned to the Office of Student Affairs and Enrollment Services.
2. Make recommendations to the Chancellor concerning the appointment, promotion, transfer, suspension, or dismissal of all professional employees under the jurisdiction of the Office of Student Affairs and Enrollment Services.
3. Administer and make recommendations to the Chancellor concerning the organization of the Student Affairs and Enrollment Services units dealing with: student personnel services, financial aid, counseling, enrollment management, guidance and testing, recruitment, institutional liaison, campus security, and student activities, as well as the assessment of the effectiveness of each of these program areas.
4. Advise the Chancellor with respect to planning and implementation of the budget in Student Affairs and Enrollment Services units.
5. Adjudicate student appeals and other grievances appropriate to student personnel services.

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222 6. Adjudicate questions of jurisdiction within the units of the Office of Student Affairs  
223 and Enrollment Services.  
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225 7. Administer the scholarship, grants, and student personnel programs.  
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227 8. Administer the campus security program.  
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229 Division and Department Heads

230 The division and department heads are responsible to the Chancellor through the appropriate  
231 vice chancellor. They are the chief executive officers of their respective division or department  
232 and hold office at the pleasure of the Board of Supervisors. They are responsible for all aspects  
233 of their division and department.  
234

235 Each division or department head shall:  
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- 237 1. Assume leadership in the development of the programs of the division or  
238 department, and coordinate and integrate the activities of their units.  
239
- 240 2. Promote excellence in teaching, research and scholarship, student services, and  
241 related activities of the division and department.  
242
- 243 3. Formulate and administer policies for the department, either on their own initiative or  
244 as directed by appropriate authority, with due consideration for the prerogatives of  
245 the faculty and staff with regard to policy.  
246
- 247 4. Forward to the Chancellor, through the appropriate vice chancellor,  
248 recommendations concerning actions relating to all personnel in the division or  
249 department (with approval or disapproval) together with a statement of reasons  
250 therefore, when appropriate.  
251
- 252 5. Serve as the communications officer for all official business within the division or  
253 department and with other LSU Eunice authorities.  
254
- 255 6. Certify compliance of individual students with requirements for graduation, after  
256 receiving the recommendation of the divisional faculty.  
257
- 258 7. Academic division heads will serve as members of the Academic Council.  
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- 260 8. Appoint such committees from the division or department as is necessary or  
261 desirable.  
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- 263 9. Assume general supervisory responsibility for employees within the department or  
264 division.  
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10. Consider appeals by students according to established procedures.
11. Implement, with approval, such policies and take such actions as is necessary to assure the personal safety of other members of the campus community.
12. Annually review the performance of personnel under the supervision of the department head.
13. Establish and maintain appropriate records in the division or department files.
14. Serve as custodian of all University property which is located in facilities of the division or department and not specifically assigned to another administrative office.
15. Perform such duties as are required to increase the effectiveness and significance of the division or department and thus to enhance the prestige of the University.
16. Coordinate the recruitment of new employees and advertise vacancies appropriately, consistent with the University's policies on equal opportunity and affirmative action.
17. Recommend all appointments, promotions, dismissals, leaves, salaries, salary adjustments, and all other personnel actions relating to the departmental staff.
18. Call and preside over all meetings of the department.
19. Prepare and execute the budget of the department or division.
20. Assume responsibility for appropriate academic advising in the unit.
21. Assign specific duties to members in the department or division, and define the members' overall responsibilities to the University.
22. Insure that division course offerings and curricula and departmental matters are accurately reflected in the University catalog.
23. Academic division heads shall prepare class schedules and assign faculty members' teaching schedules.
24. Academic division heads shall recommend changes in courses and curricula which originate in the division.
25. Academic division heads shall oversee the registration and progress of students in the division or department, and act for the faculty (after appropriate consultation) in approving exceptions or substitutions on students' degree programs.