

TO BE RESCINDED

3359-2-01

**The office of academic affairs.**

(A) President of the university.

As specified in rule 3359-01-05 of the Administrative Code, the president is executive head of all university colleges, libraries, branches, schools, and departments, possessing duties, responsibilities, and powers as delineated in the bylaws.

(B) Senior vice president and provost and chief operating officer.

- (1) The senior vice president and provost and chief operating officer shall be appointed by the board upon recommendation of the president and shall hold office at the discretion of the president.
- (2) The senior vice president and provost and chief operating officer shall be responsible to the president for the supervision of the academic functions of the university in accordance with the policies and rules established by the board and the president.
- (3) The senior vice president and provost and chief operating officer shall be responsible to the president for the supervision of the operational functions of the university in accordance with the policies and rules established by the board and the president.
- (4) The senior vice president and provost and chief operating officer shall be an ex-officio member of each faculty and department or school.
- (5) The senior vice president and provost and chief operating officer shall be responsible for and have the authority to:
  - (a) Coordinate the academic offerings of the various colleges, departments, and schools;
  - (b) Assist in the selection and appointment of faculty and staff;
  - (c) Recommend promotion, tenure, salary and dismissal of faculty members; assist in the preparation of the annual budget;
  - (d) Submit an annual report concerning the activities, problems, and needs of the operations under the senior vice president and provost's jurisdiction;
  - (e) Establish implementation procedures and oversee the collection and

- (i) Required for complying with reporting to state and federal agencies and/or regional and specialized accrediting bodies, and/or
    - (ii) Necessary for internal academic assessment and planning purposes and/or for external public accountability initiatives, including but not limited to graduation, alumni, and employer satisfaction surveys;
  - (f) Oversee the university research centers and institutes;
  - (g) Supervise academic planning;
  - (h) Supervise the university libraries, including instructional media services;
  - (i) Supervise the office of university communications and marketing;
  - (j) Supervise the office of international programs;
  - (k) Recommend to the president the appointment of such employees necessary to assist in performing the academic function of the university;
  - (l) Perform other such duties as may be assigned by the president.
- (6) The senior vice president and provost and chief operating officer shall be responsible for and have the authority to:
- (a) Plan and direct all aspects of the university's operational policies, objectives, and initiatives.
  - (b) Manage the day-to-day operations activities of the university.
  - (c) Ensure the successful implementation of functional management to attain short and long-term financial and operational goals through:
    - (i) Serving as a single organizational focus for key management functions and selected transformation initiatives.
    - (ii) The design, operation, and improvement of the university systems that deliver services to external and internal constituents.
    - (iii) Institutionalizing accountability for optimizing management performance.
    - (iv) Integration of academic, auxiliary, and administrative operations across the university.

- (d) Integrate various key management and transformation initiatives.
  - (e) Align daily operations with the university goals and mission.
  - (f) Support collaboration across units and constituencies through shared leadership.
  - (g) Ensure continuity of goals during leadership transition.
- (7) The chief operating officer shall perform such other duties as may be assigned by the president.
- (8) Additional operations officers. The president may recommend the appointment of additional operational officers to support the work of the senior vice president and provost and chief operating officer. These additional officers may include, but shall not be limited to: an associate vice president for inclusion and equity and chief diversity officer; other assistant or associate vice presidents; assistant, associate, or vice provosts; directors; or a dean of undergraduate studies.

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Effective:

*2/26/2022*