

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

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1 The Faculty

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

- 8
- 9 1. Criteria for membership on the faculty itself
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- 11 2. Criteria for admission of students
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- 13 3. Degree requirements
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- 15 4. Courses and curricula
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- 17 5. Student honors
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- 19 6. Standards of instruction and grading
- 20
- 21 7. Faculty meetings (at division and department levels)
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23 The faculty has proper concern, but not legislative authority, over several other aspects of  
24 University life, including:

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- 26 1. Academic freedom
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- 28 2. Faculty personnel policies
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- 30 3. Faculty grievances
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- 32 4. Salaries and support funds
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- 34 5. University organization
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- 36 6. Student affairs
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- 38 7. The University's role, scope, and mission
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40           8. Buildings and facilities

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42           9. Equipment

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44   The Students

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

51  
52   Students' primary concern is the advancement of their own understanding. Students can make  
53   valid contributions to the academic well-being of the University by arriving at deliberate positions  
54   on any aspect of University life. Thus, student parliamentary or conciliar expression is strongly  
55   encouraged by the University.

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57   The Non-Academic Staff

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

63  
64   The Administration

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

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

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72   The Chancellor

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

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77   Specific responsibilities and prerogatives of the Chancellor include:

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- 79           1. Define the organizational structure of the University and designate duties and  
80           responsibilities as deemed proper.
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- 82           2. Appoint, promote, transfer, suspend, and dismiss all academic, administrative, and  
83           professional employees subject to confirmation by the President and the Board of  
84           Supervisors.
- 85
- 86           3. Take and approve personnel actions relating to classified and unclassified personnel  
87           in the University.
- 88
- 89           4. Execute all laws relating to the University; all resolutions, policies, rules, and  
90           regulations adopted by the Board of Supervisors; and all policies, rules, regulations,  
91           directives, and memoranda issued by the President.
- 92
- 93           5. Prepare the budget, and execute the budget approved by the President and the  
94           Board of Supervisors.
- 95
- 96           6. Hold membership on all faculties, and serve as Vice-Chair of the Faculty Council.
- 97
- 98           7. Serve as custodian of all official records of the University except those assigned to a  
99           particular department or division.
- 100
- 101          8. Serve as the final appellate authority in all grievances and disputes within the  
102          institution.
- 103
- 104          9. Supervise and certify compliance with all affirmative action/equal opportunity  
105          provisions and regulations of federal agencies.
- 106
- 107          10. Appoint committees to assist or advise as necessary.
- 108
- 109          11. Provide for the control, maintenance, and supervision of movable property.
- 110
- 111          12. Serve as the medium of communication between the President and all campus  
112          personnel.
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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.

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118 Specific duties and responsibilities include:

- 119 1. Hold membership on all faculties of the University.
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- 121 2. Execute all regulations, policies, rules, directives and memoranda dealing with
- 122 academic matters, assessment, and grants issued by the Chancellor.
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- 125 3. Implement educational policy for the University.
- 126
- 127 4. Make recommendations to the Chancellor concerning the appointment, promotion,
- 128 transfer, suspension, or dismissal of all employees assigned to the jurisdiction of the
- 129 Office of Academic Affairs.
- 130
- 131 5. Make recommendations to the Chancellor concerning the organization of the
- 132 academic units of the University and the duties and responsibilities of division and
- 133 department heads.
- 134
- 135 6. Advise the Chancellor with respect to the preparation and execution of the budget in
- 136 academic divisions.
- 137
- 138 7. Supervise additions, deletions, and changes in courses and curricula.
- 139
- 140 8. Call and preside over meetings of the Academic Council.
- 141
- 142 9. Make recommendation to the Chancellor concerning the academic calendar of the
- 143 University.
- 144
- 145 10. Assume responsibility for the academic content of the General Catalog and other
- 146 academic publications, including those of the academic divisions.
- 147
- 148 11. Coordinate all admission policies and procedures including those associated with
- 149 selective admissions programs.
- 150
- 151 12. Adjudicate academic appeals and such other grievances as properly come forth.
- 152
- 153 13. Adjudicate questions of jurisdiction among academic units at this institution.
- 154
- 155 14. Adjudicate matters relating to residence and admission.
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157 The Vice Chancellor for Business Affairs

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

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161 Specific duties and responsibilities include:

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163 1. Execute all regulations, policies, rules, directives, and memoranda issued by the  
164 Chancellor dealing with fiscal matters, with the operation of the physical plant, with  
165 purchasing procedures, and with personnel and services under his/her direction.

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167 2. Make recommendations to the Chancellor concerning personnel actions, including  
168 the appointment, promotion, transfer, suspension, dismissal of all employees under  
169 his/her jurisdiction.

170

171 3. Make recommendations to the Chancellor concerning fiscal policies, all aspects of  
172 the physical plant, purchasing, accounting, auxiliaries, and various services under  
173 his/her jurisdiction.

174

175 4. Oversee the financial affairs of the University to include compliance, timely reporting,  
176 and accuracy.

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178 5. Adjudicate questions of jurisdiction within the Office of Business Affairs.

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180 6. Assume responsibility for the financial management of the auxiliary enterprises and  
181 other areas of responsibility.

182

183 7. Prepare and properly execute the budget operations of the University.

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185 8. Determine general policies relating to minor construction and renovation projects on  
186 the campus.

187

188 9. Supervise classified personnel on campus.

189

190 10. Serves as Executive Director of Eunice Student Housing Foundation, Inc.  
191 dba/Bengal Village.

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193 The Vice Chancellor for Student Affairs and Enrollment Services

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

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197 Specific duties and responsibilities include:

- 198  
199 1. Execute all regulations, policies, rules, directives, and memoranda issued by the  
200 Chancellor which deal with student personnel services, financial aid, recruiting,  
201 guidance and testing, scholarships, student and residential life, campus security,  
202 student activities, enrollment management, and other matters assigned to the Office  
203 of Student Affairs and Enrollment Services.  
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205 2. Make recommendations to the Chancellor concerning the appointment, promotion,  
206 transfer, suspension, or dismissal of all professional employees under the jurisdiction  
207 of the Office of Student Affairs and Enrollment Services.  
208  
209 3. Administer and make recommendations to the Chancellor concerning the  
210 organization of the Student Affairs and Enrollment Services units dealing with:  
211 student personnel services, financial aid, counseling, enrollment management,  
212 guidance and testing, recruitment, institutional liaison, campus security, and student  
213 activities, as well as the assessment of the effectiveness of each of these program  
214 areas.  
215  
216 4. Advise the Chancellor with respect to planning and implementation of the budget in  
217 Student Affairs and Enrollment Services units.  
218  
219 5. Adjudicate student appeals and other grievances appropriate to student personnel  
220 services.  
221  
222 6. Adjudicate questions of jurisdiction within the units of the Office of Student Affairs  
223 and Enrollment Services.  
224  
225 7. Administer the scholarship, grants, and student personnel programs.  
226  
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.  
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235 Each division or department head shall:

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1. Assume leadership in the development of the programs of the division or department, and coordinate and integrate the activities of their units.
2. Promote excellence in teaching, research and scholarship, student services, and related activities of the division and department.
3. Formulate and administer policies for the department, either on their own initiative or as directed by appropriate authority, with due consideration for the prerogatives of the faculty and staff with regard to policy.
4. Forward to the Chancellor, through the appropriate vice chancellor, recommendations concerning actions relating to all personnel in the division or department (with approval or disapproval) together with a statement of reasons therefore, when appropriate.
5. Serve as the communications officer for all official business within the division or department and with other University authorities.
6. Certify compliance of individual students with requirements for graduation, after receiving the recommendation of the divisional faculty.
7. Academic division heads will serve as members of the Academic Council.
8. Appoint such committees from the division or department as is necessary or desirable.
9. Assume general supervisory responsibility for employees within the department or division.
10. According to established procedures, consider appeals by students.
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.

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- 274 13. Establish and maintain appropriate records in the division or department files.  
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276 14. Serve as custodian of all University property which is located in facilities of the  
277 division or department and not specifically assigned to another administrative office.  
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279 15. Perform such duties as are required to increase the effectiveness and significance of  
280 the division or department and thus to enhance the prestige of the University.  
281  
282 16. Coordinate the recruitment of new employees and advertise vacancies appropriately,  
283 consistent with the University's policies on equal opportunity and affirmative action.  
284  
285 17. Recommend all appointments, promotions, dismissals, leaves, salaries, salary  
286 adjustments, and all other personnel actions relating to the departmental staff.  
287  
288 18. Call and preside over all meetings of the department.  
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290 19. Prepare and execute the budget of the department or division.  
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292 20. Assume responsibility for appropriate academic advising in the unit.  
293  
294 21. Assign specific duties to members in the department or division, and define the  
295 members' overall responsibilities to the University.  
296  
297 22. Insure that division course offerings and curricula and departmental matters are  
298 accurately reflected in the University catalog.  
299  
300 23. Academic division heads shall prepare class schedules and assign faculty members'  
301 teaching schedules.  
302  
303 24. Academic division heads shall recommend changes in courses and curricula which  
304 originate in the division.  
305  
306 25. Academic division heads shall oversee the registration and progress of students in  
307 the division or department, and act for the faculty (after appropriate consultation) in  
308 approving exceptions or substitutions on students' degree programs.