



**POLICY STATEMENT 03  
RESPONSIBILITIES AND CONCERNS OF UNIVERSITY PERSONNEL**

**POLICY DIGEST**

**Primary Monitoring Unit: Chancellor’s Office  
Secondary Monitoring Unit: Academic Affairs, Business Office  
Initially Issued: May 29, 2011  
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**I. PURPOSE**

To provide an [organizational structure](#) that depicts the LSU Eunice’s administrative structure and to define the role and function of the mutually supportive components comprising the faculty, the students, the administrative structure, and the support structure.

**II. 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 academic programs and divisions, the faculty determines educational policies for its respective unit insofar as these policies do not conflict with the policies of other units.<sup>2</sup> Matters over which a faculty has authority (subject to the superior authority of the Board of Supervisors) include:

- A. Criteria for membership on the faculty itself
- B. Criteria for admission of students
- C. Degree requirements
- D. Courses and curricula
- E. Student honors
- F. Standards of instruction and grading
- G. Faculty meetings (at division and program levels)

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<sup>1</sup> See [LSU PM-23](#) on the Ranks, Provisions, & Policies Governing Appointments and Promotions to Academic Staff dated February 2, 2009. See the [Regulations of the Board of Supervisors](#) Article I, Section 2.A (Academic Organizational Units) through Section 2.D (The Departmental Faculty).

<sup>2</sup> LSU Eunice refers to Divisions and Programs to represent academic areas instead of the word department.

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

33 A. Academic freedom

34 B. Faculty personnel policies

35 C. Faculty grievances

36 D. Salaries and support funds

37 E. University organization

38 F. Student affairs

39 G. The University's role, scope, and mission

40 H. Buildings and facilities

41 I. Equipment

### 42 **III. THE STUDENTS**

43 The students at the University comprise all persons who have been duly admitted and  
44 registered in at least one course and who are participating in the academic life of the University.  
45 Only students in good academic standing may represent the University. Good academic  
46 standing is defined as a student who has an overall grade point average equal to or better than  
47 a 2.0 ("C"). Students can make valid contributions to the academic well-being of the University  
48 by arriving at deliberate positions on any aspect of University life. Thus, student parliamentary  
49 or conciliar expression is strongly encouraged by the University.

### 50 **IV. THE NON-ACADEMIC STAFF**

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

### 56 **V. THE ADMINISTRATION**

57 Administrative officers of the University exist primarily to execute the broad administrative and  
58 educational policies determined by the Board of Supervisors to utilize public funds to maximal  
59 advantage and to facilitate the educational and scholarly work of the faculty. For administrative  
60 purposes LSU Eunice is divided into inter-related structures, each headed by a Vice Chancellor,  
61 Associate Vice Chancellor, Dean, or Director.

62 **VI. THE CHANCELLOR<sup>3</sup>**

- 63 A. There shall be a Chancellor for each campus or major administrative subdivision of the  
64 University, other than LSU, who shall be appointed by the Board upon the  
65 recommendation by the President, and who shall hold office at the pleasure of the  
66 Board. The Chancellor shall administer the division for which the Chancellor is appointed  
67 and shall exercise complete executive authority therein, subject to the direction and  
68 control of the President and the Board.
- 69 B. As the administrative head of a campus, the Chancellor shall be responsible to the  
70 Board through the President for the effective execution of: all laws relating to Louisiana  
71 State University; all resolutions, policies, rules, and regulations adopted by the Board for  
72 the administration and operation of the University, and for the governance of all of its  
73 campuses; and all policies, rules, regulations, directives, and memoranda issued by the  
74 President. The Chancellor's discretionary power shall be broad enough to enable the  
75 Chancellor to meet their extensive responsibilities. In the performance of their duties and  
76 responsibilities, the Chancellor shall have direct access to the President. The Chancellor  
77 shall be the official medium of communication between the President and all personnel  
78 of their campus.
- 79 C. Unless otherwise directed by the President, the Chancellor shall attend the meetings of  
80 the Board and its various committees. The Chancellor may invite members of their  
81 administrative or academic staff to aid in presentations to the Board.
- 82 D. The Chancellor shall be a member of all faculties on their campus and shall be Vice-  
83 Chair of the Faculty Council of their campus.
- 84 E. Within the framework of the functions and programs assigned to each campus by the  
85 Board and the President, the Chancellor shall implement educational and administrative  
86 policies for their campus. The Chancellor shall prepare an organizational chart of the  
87 major divisions of the campus and shall designate such duties and responsibilities as the  
88 Chancellor deems proper.
- 89 F. The Chancellor shall be responsible to the President for the budget of their campus. This  
90 shall include the functions of review and recommendation concerning the budgets of all  
91 divisions of the campus and the preparation of a consolidated budget, as well as  
92 execution of the budget as approved by the President and the Board.

93 **VII. THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS AND PROVOST**

94 The Vice Chancellor for Academic Affairs and Provost serves as the chief academic officer of  
95 LSU Eunice and, in the absence of the Chancellor, acts on their behalf. Specific duties and  
96 responsibilities include but are not limited to:

- 97 A. Hold membership on all faculties of the University.
- 98 B. Execute all regulations, policies, rules, directives, and memoranda dealing with

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<sup>3</sup> See the [LSU Board of Supervisors Bylaws](#) Article IX, Section 4 (Chancellors).

- 99 academic and student matters, assessment, and grants issued by the Chancellor.
- 100 C. Implement educational policy for the University.
- 101 D. Make recommendations to the Chancellor concerning the appointment, promotion,  
102 transfer, suspension, or dismissal of all employees assigned to the jurisdiction of the  
103 Office of Academic Affairs.
- 104 E. Make recommendations to the Chancellor concerning the organization of the academic  
105 units of the University and the duties and responsibilities of division and directors.
- 106 F. Supervise additions, deletions, and changes in courses and curricula.
- 107 G. Call and preside over meetings of the Academic Council.
- 108 H. Adjudicate academic appeals and such other grievances as properly come forth.
- 109 I. Adjudicate questions of jurisdiction among academic units at this institution.
- 110 J. Oversee the Offices of Student Support Services, the Registrar, Admissions, Student  
111 Affairs, Grants, Dual Enrollment, the LSUE Academy, and Workforce Innovation and  
112 Continuing Education.

113 Advise the Chancellor with respect to the preparation and execution of the budget in academic  
114 divisions. Also, advise the Chancellor with respect to the preparation and execution of the  
115 budgets in the Offices of Student Support Services, the Registrar, Admissions, Student Affairs,  
116 Grants, Dual Enrollment, the LSUE Academy, and Workforce Innovation and Continuing  
117 Education.

## 118 **VIII. THE VICE CHANCELLOR OF BUSINESS AFFAIRS**

119 The Vice Chancellor of Business Affairs serves as chief fiscal officer and is responsible to the  
120 Chancellor for all fiscal and business affairs of the University. Specific duties and responsibilities  
121 include but are not limited to:

- 122 A. Execute all regulations, policies, rules, directives, and memoranda issued by the  
123 Chancellor dealing with fiscal matters, with the operation of Facility Services, with  
124 purchasing procedures, and personnel and services under their direction.
- 125 B. Make recommendations to the Chancellor concerning personnel actions, including the  
126 appointment, promotion, transfer, suspension, dismissal of all employees under their  
127 jurisdiction.
- 128 C. Make recommendations to the Chancellor concerning fiscal policies, all aspects of the  
129 Facility Services, purchasing, accounting, auxiliaries, and various services under their  
130 jurisdiction.
- 131 D. Oversee the financial affairs of the University to include compliance, timely reporting,  
132 and accuracy.

133 Adjudicate questions of jurisdiction within the Office of Business Affairs.

- 134 A. Assume responsibility for the financial management of the auxiliary enterprises and  
135 other areas of responsibility.
- 136 B. Prepare and properly execute the budget operations of the University.
- 137 C. Determine general policies relating to minor construction and renovation projects on the  
138 campus.

139 **IX. DEAN OF STUDENT AFFAIRS**

140 The Dean of Student Affairs serves as chief administrative officer in matters relating to student  
141 affairs and enrollment management. Specific duties and responsibilities include but are not  
142 limited to:

- 143 A. Oversee and lead all functional areas within the Division of Student Affairs, including the  
144 offices of Financial Aid, Recruiting, Housing, and Student Life/Activities.
- 145 B. Develop and implement a data-driven strategic plan to increase enrollment at LSU  
146 Eunice including specific objectives for recruitment, admissions, financial aid and  
147 retention. Establish measurable goals for student engagement, academic profile, net  
148 revenue, and student success.
- 149 C. Develop and implement a strategic communication plan for both new and continuing  
150 students through the effective use of advertising, direct mail, view books, bulletins,  
151 brochures, email, text messaging and other print and/or online resources.
- 152 D. Work collaboratively with campus partners to identify and solve barriers for student  
153 admission and onboarding.
- 154 E. Supervise and evaluate Student Affairs personnel. Create and implement professional  
155 development plans for direct reports and provide individual and team coaching when  
156 necessary.
- 157 F. Provide leadership for the planning and execution of all campus-wide activities and  
158 events hosted by the Division of Student Affairs.
- 159 G. Educate and advise students on University policies and procedures, legal issues, risk  
160 management, academic planning, and important dates and deadlines.
- 161 H. Oversee all student organizations and activities. Responsible for updated content and  
162 compliance of all student related University policies and procedures. Serve as the staff  
163 advisor for the Student Government Association (SGA).
- 164 I. Oversee the development, implementation, and evaluation of new student programs  
165 and/or organizations on campus.
- 166 J. Serve as the chief student affairs officer for all student code of conduct issues and works  
167 in collaboration with the campus Title IX Coordinator or designee and the LSU Eunice  
168 Police department when necessary. Evaluate referrals for students of concern to  
169 determine level of risk and connect students with resources to support their mental and  
170 physical well-being.

171 K. Lead, direct, and evaluate housing and residence life operations, ensuring maximum  
172 occupancy and adequate regular maintenance of housing facilities.

173 L. Serve as University liaison for mental and physical health services providers for  
174 students.

## 175 X. ACADEMIC DEANS

176 Academic deans are responsible to the Chancellor through the Vice Chancellor for Academic  
177 Affairs and Provost. They are the administrative leader of their respective divisions. They are  
178 responsible for all aspects of academic life within their divisions, including budgets, teaching,  
179 research, and personnel matters involving faculty, staff, and students. Specific responsibilities  
180 and duties include but are not limited to:

181 A. Assume leadership in the development of the programs of the division, and coordinate  
182 and integrate the activities of their units.

183 B. Promote excellence in teaching, research and scholarship, student services, and related  
184 activities of the division.

185 C. Formulate and administer policies for the division, either on their own initiative or as  
186 directed by appropriate authority, with due consideration for the prerogatives of the  
187 faculty and staff with regard to policy.

188 D. Forward to the Chancellor, through the Vice Chancellor for Academic Affairs and  
189 Provost, recommendations concerning actions relating to all personnel in the division  
190 (with approval or disapproval) together with a statement of reasons therefore, when  
191 appropriate.

192 E. Serve as the communications officer for all official business within the division and with  
193 other LSU Eunice authorities.

194 F. Certify compliance of individual students with requirements for successful program  
195 completion, after receiving the recommendation of the divisional faculty.

196 G. Serve as members of the Academic Council.

197 H. Appoint such committees from the division as is necessary or desirable.

198 I. Assume supervisory responsibility for direct reports within the division including but not  
199 limited to; annual performance evaluations, maintenance of employee records,  
200 coordination of the recruitment of new employees and vacancy advertisement,  
201 consistency with the University's policies on equal opportunity and affirmative action,  
202 recommendations on appointments, promotions, dismissals, leaves, salaries, salary  
203 adjustments, and all other personnel actions.

204 J. Review appeals by students according to established University and/or divisional  
205 procedures.

206 K. Implement, with approval, such policies and take such actions as is necessary to assure  
207 the personal safety of other members of the campus community.

- 208 L. Establish and maintain appropriate records in the division files.
- 209 M. Serve as custodian of all University property which is located in facilities of the division  
210 under the authority of the Dean and not specifically assigned to another administrative  
211 office.
- 212 N. Perform such duties as are required to increase the effectiveness and significance of the  
213 division and thus to enhance the prestige of the University.
- 214 O. Call and preside over all meetings of the division.
- 215 P. Prepare and execute the budget of the division.
- 216 Q. Assume responsibility for appropriate academic advising within the division.
- 217 R. Assign specific duties to members in the division and define and communicate the  
218 members' overall responsibilities to the University.
- 219 S. Ensure that division course offerings and curricula and programmatic matters are  
220 accurately reflected in the University Catalog.
- 221 T. Prepare class schedules and assign faculty members' teaching schedules with input  
222 from the Program Directors/Department Chairs.
- 223 U. Recommend changes in courses and curricula which originate from faculty within in the  
224 division.
- 225 V. Approve exceptions or substitutions on students' degree programs.

226 **XI. ACADEMIC PROGRAM DIRECTORS**

227 Academic Program Directors are the administrative leader of the academic programs. They are  
228 responsible to the Chancellor through the appropriate dean and the Vice Chancellor for  
229 Academic Affairs and Provost. Specific responsibilities and duties include but are not limited to:

- 230 A. Promote excellence in teaching, research and scholarship, student services, and related  
231 activities of the program.
- 232 B. Forward to the Chancellor, through the dean of the division and Vice Chancellor for  
233 Academic Affairs and Provost, recommendations concerning actions relating to all  
234 personnel in the program (with approval or disapproval) together with a statement of  
235 reasons therefore, when appropriate.
- 236 C. Serve as the communications officer for all official business within the program and with  
237 the academic dean of the division.
- 238 D. Review compliance of individual program students with requirements for graduation.
- 239 E. Appoint such committees from the program as is necessary or desirable.
- 240 F. Assume general supervisory responsibility for employees within the program.

- 241 G. Consider appeals by program students according to established procedures.
- 242 H. Implement, with approval, such policies and take such actions as is necessary to assure  
243 the personal safety of other members of the campus community.
- 244 I. Annually review the performance of personnel under the supervision of the program.
- 245 J. Establish and maintain appropriate records in the program files.
- 246 K. Serve as custodian of all University property which is located in facilities of the program  
247 and not specifically assigned to another administrative office.
- 248 L. Perform such duties as are required to increase the effectiveness and significance of the  
249 program and thus to enhance the prestige of the University.
- 250 M. Coordinate the recruitment of new employees and advertise vacancies appropriately,  
251 consistent with the University's policies on equal opportunity and affirmative action.
- 252 N. Call and preside over all meetings of the program.
- 253 O. Prepare and execute the budget of the program.
- 254 P. Assume responsibility for appropriate academic advising within the program.
- 255 Q. Assign specific duties to members in the program, and define and communicate the  
256 members' overall responsibilities to the University.
- 257 R. Ensure that program course offerings and curricula and programmatic matters are  
258 accurately reflected in the University catalog.
- 259 S. Assist the dean of the division with preparing class schedules and assigning faculty  
260 members' teaching schedules.
- 261 T. Recommend changes in courses and curricula which originate from faculty within the  
262 program.
- 263 U. Recommend to the dean of the division approval of exceptions or substitutions on  
264 students' degree program.

265 **XII. ACADEMIC DEPARTMENT CHAIRS**

266 Academic Department Chairs are responsible to the Vice Chancellor for Academic Affairs and  
267 Provost through the appropriate dean. Specific responsibilities and duties include but are not  
268 limited to:

- 269 A. Promote excellence in teaching, research and scholarship, student services, and related  
270 activities of the department.
- 271 B. Serve as the communications officer for all official business within the department and  
272 with the academic dean of the division.
- 273 C. Implement, with approval, such policies and take such actions as is necessary to assure

- 274 the personal safety of other members of the campus community.
- 275 D. Assist the dean to annually review the performance of personnel under the supervision  
276 of the department.
- 277 E. Assist the dean as custodian of all University property which is located in facilities of the  
278 division under the authority of the Dean and not specifically assigned to another  
279 administrative office.
- 280 F. Perform such duties as are required to increase the effectiveness and significance of the  
281 department and thus to enhance the prestige of the University as assigned. These  
282 assigned duties may include coordinating and the collection of student learning outcome  
283 data and writing outcome documents.
- 284 G. Call and preside over all meetings of the department.
- 285 H. Assist the dean with appropriate academic advising within the department.
- 286 I. Ensure that departmental course offerings and curricula are accurately reflected in the  
287 University catalog.
- 288 J. Ensure that course syllabi for departmental courses are updated annually.
- 289 K. Assist the dean of the division with preparing class schedules and assigning faculty  
290 members' teaching schedules.
- 291 L. Recommend changes in courses and curricula which originate from faculty within the  
292 department.