



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

POLICY DIGEST

**Primary Monitoring Unit: Chancellor’s Office
Secondary Monitoring Unit: Academic Affairs, Business Office
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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.¹ 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.² 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)

¹ 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).

² 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 CHANCELLOR³**

- 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

³ 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.