

## Policy 8-3 Rev 5

Date May 17, 1999

### Subject: **UNIVERSITY REGULATIONS - Chapter III** **OFFICERS OF THE UNIVERSITY**

#### SECTION 1. THE PRESIDENT

In addition to the responsibilities and duties enumerated in Chapter VII, State Higher Education System Regulations, the president shall be an ex officio member and chairperson of the Administrative Council and of the university faculty, an ex officio member of the Academic Senate, and of university committees, of school and college faculties, including college councils. The president shall be the official medium of communication between the university faculty and councils and the State Board of Regents and Board of Trustees and between the students and the State Board of Regents.

The president shall prepare all budgets for presentation to the State Board of Regents. The president shall recommend to the Board of Trustees for appointment all persons suitable for faculty, and administrative positions in the university, under the conditions hereinafter prescribed, and in cases of exigency to prevent interruption in the work of the university, may make appointments without the prior approval of the Board of Trustees. The president shall make such reports and recommendations to the Board of Trustees or the State Board of Regents, as appropriate, and to the university faculty, Academic Senate, and college councils, as the president may deem desirable, for the proper conduct, extension, and improvement of the work of the university. The president shall sign all duly authorized certificates and diplomas, and shall issue degrees conferred by the university.

#### SECTION 2. VICE PRESIDENTS

With the approval of the Board of Trustees, the president may appoint one or more vice presidents who shall serve at the pleasure of the president. The vice president(s) shall perform such duties as may be assigned them by the president. During the temporary absence or incapacity of the president, the vice president for academic affairs shall perform the duties of the president. One of the duties of the vice president for academic affairs is to ascertain that each college, through its department, is effectively reviewing tenured faculty members.

#### SECTION 3. DEANS OF COLLEGES AND SCHOOLS

##### A. Appointment

Each college or school shall be administered by a dean, appointed by the president, with the approval of the Board of Trustees. The search for a dean shall originate with the president or the cognizant vice president who shall confer with chairpersons of the departments of the school or college concerned and arrange for faculty input. The dean shall serve at the pleasure of the president and shall be the executive officer of the college or school. The dean is accountable to the cognizant vice president.

### B. Duties and Responsibilities

The dean shall (1) preside over the meetings of the faculty; (2) formulate and present policies for the consideration of the faculty, provided that the right of any member thereof to present any matter shall not be abridged; (3) after consultation with department faculties, recommend the appointment, renewal of appointment, or termination of appointment of department chairpersons; (4) prepare and recommend annually an operating budget and assure that university budget guidelines are observed; (5) be responsible for the efficient use of space and other physical facilities allocated by the president for the needs of the college and its departments; (6) make annually a detailed report to the cognizant vice president upon the work, prospects, and needs of the college or school; (7) supervise the admission and progress of its student; (8) be the medium of communication for all official transactions; (9) be responsible for the initiation and effective execution of all university policies so far as they affect the college or school concerned; (10) participate in the nominations of faculty and staff members in departments assigned to the college or school concerned; (11) ascertain that each department in the college is effectively reviewing tenured faculty members.

## SECTION 4. OTHER GENERAL ADMINISTRATIVE OFFICERS

The president shall appoint, with the approval of the Board of Trustees, other administrative officers as needed. Utah Code Anno. §53-48-15(1) (1970).

## SECTION 5. DEPARTMENT CHAIRPERSONS

### A. Appointment

Each academic department shall be administered by a department chairperson, appoint by the president, with the approval of the Board of Trustees. The initiation of a search for a department chairperson shall originate with the dean of the school or college to which the department is administratively assigned, who shall confer with the cognizant vice president, the members of the department faculty, and the deans of other schools or colleges which the department serves. The chairperson is accountable to the cognizant dean.

## B. Duties and Responsibilities

The chairperson of a department shall (1) be in immediate charge of the work, space, equipment, and supplies assigned to the department; (2) be responsible for effective execution of the university policies insofar as they affect the department, and for the expenditure of all funds appropriated to the department; (3) represent the department in its official business with other university authorities, with students, and with the public; (4) participate in the nomination of members of the department faculty as hereinafter provided; (5) prepare and submit department reports; (6) be responsible for the development of systematic annual recommendations for individual faculty salary adjustments; (7) prepare and submit department budgets after consulting with the faculty members of the department; (8) supervise the work of and make specific teaching and other appropriate assignments to individual faculty and staff members of the department while recognizing and encouraging their initiative; (9) in collaboration with the faculty and staff, endeavor constantly to advance in methods and effectiveness the instruction in the department.

## C. Review of Tenured Faculty

In order to carry out the above responsibilities more effectively, it shall be the duty of the department chairperson to administer a review of the work of each tenured faculty member of the department every five years. Such procedures shall involve a faculty review committee. Procedures for such a review process shall be formulated by the chairperson, in consultation with the department faculty, and submitted to the dean of the college and to the vice president for academic affairs for approval. Any revision of these procedures will be subject to similar approval. If, as a result of the review procedure, the person under review is deemed not to be meeting the minimum standards required of a tenured member of his/her department, the chairperson, together with a review committee, shall consult with the faculty member in question and develop strategies for improvement of his/her performance.

## D. Department Activities

In the exercise of departmental authority the chairperson shall, so far as practicable, seek to share with the members of the faculty and staff, through discussion and other democratic procedures, the responsibility for department activities. The chairperson shall not undertake any work in the department entailing expense for which funds have not been allocated in the department's budget without the consent of the president or by following regulations prescribed by the president.

## E. Responsibilities of Departmental Faculty

The members of a department faculty are responsible for the effective instruction of the students in their classes, but they should also be concerned with research and investigation in their special fields, and may be appointed or elected to the various councils and committees of the university or to serve in other administrative and educational capacities in the service of the university and the community. Such duties shall be considered a legitimate part of their work in the determination of their teaching schedules and compensation.

#### F. Colleges Without Departments

In nondeparmentalized colleges and schools the dean functions as the department chairperson.

### SECTION 6. LIBRARY DIRECTORS

#### A. Appointment

Each library shall be administered by a library directory, appointed by the president, with the approval of the Board of Trustees. The nomination of a library director shall originate with the vice president or college dean to which the library is administratively assigned who shall confer with academic librarians on the library staff and the deans of the schools or colleges which the library serves.

#### B. Duties and Responsibilities

The library director shall be in immediate charge of the functioning, building, equipment, book collections, and supplies of the library. The library director shall be responsible for efficient implementation of university policies insofar as they affect the library, and for the expenditure of all funds assigned to the library; he/she shall represent the library in its official business with other university authorities, with faculty, students, staff, and with the public; he/she shall participate in the nomination of academic librarians for appointment to the library staff; he/she shall make an annual report to the vice president or dean to which the library is assigned upon the programs, prospects and needs of the library; he/she shall prepare and submit library budgets after consulting with the academic library staff; he/she shall supervise the work of the members of the library staff while recognizing and encouraging their initiative; he/she shall, in collaboration with the staff, endeavor constantly to develop and improve the library collections and to advance in methods and efficiency the services of the library. He/she shall be responsible directly to the vice president or dean of the school or college to which the library is assigned for its work and through the vice president, to the president.

#### C. Director of S.J. Quinney Law Library

The director of the S.J. Quinney Law Library shall be, ex officio, Professor of Law.<sup>(1)</sup> As director of the S.J. Quinney Law Library she/he shall have the right and obligation to participate in all policy decisions of the faculty of the college of law, shall be eligible to be elected as a representative of the college of law to the Academic Senate and shall be eligible to be elected or appointed to any university committee or college of law committee upon which professors of law may serve.

## SECTION 7. REVIEW OF DEANS, DEPARTMENT CHAIRPERSONS, AND LIBRARY DIRECTORS

The service of each dean and library director shall be formally reviewed at least every five years. The service of each department chairperson shall be formally reviewed at least every three years. The review of a dean shall be made by the appropriate vice president. The review of a department chairperson shall be made by the appropriate dean. In either case, the review shall include a careful assessment of the individual's administrative effectiveness and shall take into consideration the opinions of the faculty and representative students in the college or department for which the individual is responsible. The review of a library director shall be made by the appropriate vice president or dean and shall take into consideration the opinions of the academic librarians and of the faculty, representative students and staff of the schools and colleges which the library serves.

Approved: Academic Senate 5/3/99

Approved: Board of Trustees 5/17/99

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1. The ex officio title of Professor of Law applies only to the individual holding the appointment of director of the S.J. Quinney Law Library and only during the period of such incumbency, and carries no implications for tenure under University or Faculty Regulations.