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POLICY STATEMENT 3 RESPONSIBILITIES AND CONCERNS OF UNIVERSITY PERSONNEL

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POLICY DIGEST

8 Primary Monitoring Unit: Chancellor's Office
9 Secondary Monitoring Unit: Human Resources
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I. PURPOSE

14 To provide an [organizational structure](#) that depicts the University's administrative structure and
15 to define the role and function of the mutually supportive components comprising the faculty, the
16 students, the administrative structure, and the support structure.

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II. THE FACULTY

18 The faculty of the University consists of all full-time members of the academic staff having the
19 rank of Instructor or higher¹. Collectively, the faculty determines the educational policy of the
20 University. Within the academic programs and divisions, the faculty determines educational
21 policies for its respective unit insofar as these policies do not conflict with the policies of other
22 units.² Matters over which a faculty has authority (subject to the superior authority of the Board
23 of Supervisors) include:

- 24 A. Criteria for membership on the faculty itself
25 B. Criteria for admission of students
26 C. Degree requirements
27 D. Courses and curricula
28 E. Student honors
29 F. Standards of instruction and grading

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) both dated September 13, 2021.

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

30 G. Faculty meetings (at division and program levels)

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 of 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 as a
54 whole with policy-making authority for the University. Nevertheless, as with students and faculty,
55 deliberate 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 so as to utilize public funds to
59 maximal advantage and to facilitate the educational and scholarly work of the faculty. For
60 administrative purposes the University is divided into inter-related structures, each headed by a
61 Vice Chancellor, Dean, or Director.

62 **VI. THE CHANCELLOR³**

63 The Chancellor is the chief executive officer of the University and exercises complete executive
64 authority therein, subject to the direction and control of the Board of Supervisors through the
65 President of LSU. Specific responsibilities and prerogatives of the Chancellor include:

- 66 A. Define the organizational structure of the University and designate duties and
67 responsibilities as deemed proper.
- 68 B. Appoint, promote, transfer, suspend, and dismiss all academic, administrative, and
69 professional employees subject to confirmation by the President and the Board of
70 Supervisors and [LSU PM-69](#).
- 71 C. Take and approve personnel actions relating to classified and unclassified personnel in
72 the University.
- 73 D. Execute all laws relating to the University; all resolutions, policies, rules, and regulations
74 adopted by the Board of Supervisors; and all policies, rules, regulations, directives, and
75 memoranda issued by the President.
- 76 E. Prepare the budget, and execute the budget approved by the President and the Board of
77 Supervisors.
- 78 F. Hold membership on all faculties and serve as Vice-Chair of the Faculty Council.
- 79 G. Serve as custodian of all official records of the University except those assigned to a
80 particular department or division.
- 81 H. Serve as the final appellate authority in all grievances and disputes within the institution.
- 82 I. Supervise and certify compliance with all affirmative action/equal opportunity provisions
83 and regulations of federal agencies.
- 84 J. Appoint committees to assist or advise as necessary.
- 85 K. Provide for the control, maintenance, and supervision of movable property.
- 86 L. Serve as the medium of communication between the President and all campus
87 personnel.
- 88 M. Attend the meetings of the Board of Supervisors and its various committees.

89 **VII. THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

90 The Vice Chancellor for Academic Affairs serves as the chief academic officer of the University
91 and, in the absence of the Chancellor, acts on his/her behalf. Specific duties and

³ See the [LSU Board of Supervisors Bylaws](#) revised September 13, 2021 Article IX, Section 4 (Chancellors).

92 responsibilities include:

93 A. Hold membership on all faculties of the University.

94 B. Execute all regulations, policies, rules, directives and memoranda dealing with academic
95 matters, assessment, and grants issued by the Chancellor.

96 C. Implement educational policy for the University.

97 D. Make recommendations to the Chancellor concerning the appointment, promotion,
98 transfer, suspension, or dismissal of all employees assigned to the jurisdiction of the
99 Office of Academic Affairs.

100 E. Make recommendations to the Chancellor concerning the organization of the academic
101 units of the University and the duties and responsibilities of division and directors.

102 F. Advise the Chancellor with respect to the preparation and execution of the budget in
103 academic divisions.

104 G. Supervise additions, deletions, and changes in courses and curricula.

105 H. Call and preside over meetings of the Academic Council.

106 I. Adjudicate academic appeals and such other grievances as properly come forth.

107 J. Adjudicate questions of jurisdiction among academic units at this institution.

108 **VIII. THE VICE CHANCELLOR FOR BUSINESS AFFAIRS**

109 The Vice Chancellor for Business Affairs serves as chief fiscal officer and is responsible to the
110 Chancellor for all fiscal and business affairs of the University. Specific duties and
111 responsibilities include:

112 A. Execute all regulations, policies, rules, directives, and memoranda issued by the
113 Chancellor dealing with fiscal matters, with the operation of the physical plant, with
114 purchasing procedures, and with personnel and services under his/her direction.

115 B. Make recommendations to the Chancellor concerning personnel actions, including the
116 appointment, promotion, transfer, suspension, dismissal of all employees under his/her
117 jurisdiction.

118 C. Make recommendations to the Chancellor concerning fiscal policies, all aspects of the
119 physical plant, purchasing, accounting, auxiliaries, and various services under his/her
120 jurisdiction.

121 D. Oversee the financial affairs of the University to include compliance, timely reporting,
122 and accuracy.

123 E. Adjudicate questions of jurisdiction within the Office of Business Affairs.

124 F. Assume responsibility for the financial management of the auxiliary enterprises and
125 other areas of responsibility.

- 126 G. Prepare and properly execute the budget operations of the University.
- 127 H. Determine general policies relating to minor construction and renovation projects on the
128 campus.

129 **IX. THE DEAN OF ENROLLMENT MANAGEMENT**

130 The Dean of Enrollment Management serves as chief administrative officer in matters relating to
131 student enrollment. Specific duties and responsibilities include:

- 132 A. Develop and implement a data-driven strategic plan to increase enrollment at LSU
133 Eunice including specific plans, goals, and strategies for recruitment, admissions,
134 financial aid and retention. Establish measurable goals for diversity, academic profile,
135 net revenue and student success.
- 136 B. Identify and incorporate the use of best practices in online, web-based technology for
137 recruitment, application and enrollment.
- 138 C. Develop and implement a strategic communication plan through the effective use of
139 advertising, direct mail, view books, bulletins, brochures and other print and/or online
140 materials.
- 141 D. Review progress toward the goals of the strategic enrollment management plan
142 continuously, ensuring that financial resources are appropriately directed toward the
143 implementation of the plan. Make adjustments to strategies when necessary to achieve
144 enrollment goals.
- 145 E. Work closely with the office of financial aid to identify and solve financial aid barriers for
146 the admission and retention of students.
- 147 F. Serve as an active member of the senior executive team at LSU Eunice providing
148 counsel to the Chancellor regarding all aspects of enrollment management.
- 149 G. Supervise and evaluate enrollment management personnel. Create and implement
150 professional development plans for employees and provide individual and team
151 coaching.
- 152 H. Provide leadership and support personnel for all campus-wide activities and events
153 comprising student affairs and enrollment management divisions such as Bengal Day,
154 commencement activities, etc.
- 155 I. Make recommendation to the Chancellor concerning the academic calendar of the
156 University.
- 157 J. Assume responsibility for the academic content of the General Catalog and other
158 academic publications, including those of the academic divisions.
- 159 K. Coordinate all admission policies and procedures including those associated with
160 selective admissions programs.
- 161 L. Adjudicate matters relating to residence and admission.

162 M. Perform other duties as assigned by the Chancellor.

163 **X. THE DEAN OF STUDENT AFFAIRS**

164 The Dean of Student Affairs serves as chief administrative officer in matters relating to students.
165 Specific responsibilities and duties include:

166 A. Educate and advise students on University and division policies and procedures, legal
167 issues, risk management, program planning, and outreach.

168 B. In partnership with the director of institutional effectiveness, implement the assessment
169 and evaluation of all student/residential life activities, programs, leadership development
170 opportunities, and other educational initiatives.

171 C. Supervise and evaluate all student affairs personnel. Create and implement professional
172 development plans for all employees and provide individual and team coaching.

173 D. Serve as the key student governance staff representative on University committees.

174 E. Oversee all student organizations, clubs, and activities and ensures high quality content
175 and compliance with LSU Eunice policies and procedures. Serve as the staff
176 representative for LSU Eunice's Student Government Association (SGA) to ensure
177 access and awareness of opportunities for all students.

178 F. Oversee the development, implementation and evaluation of new student programs
179 including orientation and collaborates with the Student Success Center to implement
180 first-year experience activities.

181 G. Oversee academic advising for first-year students.

182 H. Oversee the Student Success Center operations.

183 I. Serve as the chief student affairs officer for all student code of conduct issues and works
184 in collaboration with the campus Title IX officer or designee and the LSU Eunice Police
185 department when necessary.

186 J. Supervise, direct, and evaluate LSU Eunice's residential operations, the development of
187 living/learning communities, and the implementation of effective student life programs for
188 residents of Bengal Village.

189 K. Provide support and guidance for students to access behavioral and physical health
190 services, career services, and any other service provided by state or federal resources
191 such as the U.S. Department of Education's TRIO program.

192 L. Provide leadership and support personnel for all campus-wide activities and events
193 comprising student affairs and enrollment management divisions such as Bengal Day,
194 commencement activities, honors convocation, high school district contests, etc.

195 M. Work closely with the Registrar's Office to identify and solve barriers for the admission
196 and retention of students.

197 N. Perform other duties as assigned by the Chancellor.

198 **XI. ACADEMIC DEANS**

199 Academic deans are responsible to the Chancellor through the Vice Chancellor for Academic
200 Affairs. They are the chief executive officers of their respective divisions and hold office at the
201 pleasure of the Board of Supervisors. They are responsible for all aspects of academic life
202 within their divisions, including budgets, teaching, research, personnel matters involving faculty,
203 staff, and students. Specific responsibilities and duties include:

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

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

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

211 D. Forward to the Chancellor, through the Vice Chancellor for Academic Affairs,
212 recommendations concerning actions relating to all personnel in the division (with
213 approval or disapproval) together with a statement of reasons therefore, when
214 appropriate.

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

217 F. Certify compliance of individual students with requirements for graduation, after
218 receiving the recommendation of the divisional faculty.

219 G. Academic deans serve as members of the Academic Council.

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

221 I. Assume general supervisory responsibility for employees within the division.

222 J. Consider appeals by students according to established procedures.

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

225 L. Annually review the performance of personnel under the supervision of the division.

226 M. Establish and maintain appropriate records in the division files.

227 N. Serve as custodian of all University property which is located in facilities of the division
228 and not specifically assigned to another administrative office.

229 O. Perform such duties as are required to increase the effectiveness and significance of the
230 division and thus to enhance the prestige of the University.

- 231 P. Coordinate the recruitment of new employees and advertise vacancies appropriately,
232 consistent with the University's policies on equal opportunity and affirmative action.
- 233 Q. Recommend all appointments, promotions, dismissals, leaves, salaries, salary
234 adjustments, and all other personnel actions relating to the division staff.
- 235 R. Call and preside over all meetings of the division.
- 236 S. Prepare and execute the budget of the division.
- 237 T. Assume responsibility for appropriate academic advising within the division.
- 238 U. Assign specific duties to members in the division and define the members' overall
239 responsibilities to the University.
- 240 V. Ensure that division course offerings and curricula and programmatic matters are
241 accurately reflected in the University Catalog.
- 242 W. Academic deans shall prepare class schedules and assign faculty members' teaching
243 schedules with input from the program directors.
- 244 X. Academic deans shall recommend changes in courses and curricula which originate
245 from faculty within in the division.
- 246 Y. Academic deans shall approve exceptions or substitutions on students' degree
247 programs.

248 **XII. ACADEMIC PROGRAM DIRECTORS**

249 Academic Program Directors are the executive officers of the academic programs. They are
250 responsible to the Chancellor through the appropriate dean and the Vice Chancellor for
251 Academic Affairs and hold office at the pleasure of the Board of Supervisors. Specific
252 responsibilities and duties include:

- 253 A. Promote excellence in teaching, research and scholarship, student services, and related
254 activities of the program.
- 255 B. Forward to the Chancellor, through the dean of the division and Vice Chancellor for
256 Academic Affairs, recommendations concerning actions relating to all personnel in the
257 program (with approval or disapproval) together with a statement of reasons therefore,
258 when appropriate.
- 259 C. Serve as the communications officer for all official business within the program and with
260 the academic dean of the division.
- 261 D. Review compliance of individual program students with requirements for graduation.
- 262 E. Appoint such committees from the program as is necessary or desirable.
- 263 F. Assume general supervisory responsibility for employees within the program.
- 264 G. Consider appeals by program students according to established procedures.

- 265 H. Implement, with approval, such policies and take such actions as is necessary to assure
266 the personal safety of other members of the campus community.
- 267 I. Annually review the performance of personnel under the supervision of the program.
- 268 J. Establish and maintain appropriate records in the program files.
- 269 K. Serve as custodian of all University property which is located in facilities of the program
270 and not specifically assigned to another administrative office.
- 271 L. Perform such duties as are required to increase the effectiveness and significance of the
272 program and thus to enhance the prestige of the University.
- 273 M. Coordinate the recruitment of new employees and advertise vacancies appropriately,
274 consistent with the University's policies on equal opportunity and affirmative action.
- 275 N. Call and preside over all meetings of the program.
- 276 O. Prepare and execute the budget of the program.
- 277 P. Assume responsibility for appropriate academic advising within the program.
- 278 Q. Assign specific duties to members in the program and define the members' overall
279 responsibilities to the University.
- 280 R. Ensure that program course offerings and curricula and programmatic matters are
281 accurately reflected in the University catalog.
- 282 S. Assist the dean of the division with preparing class schedules and assigning faculty
283 members' teaching schedules.
- 284 T. Recommend changes in courses and curricula which originate from faculty within in the
285 program.
- 286 U. Recommend to the dean of the division approval of exceptions or substitutions on
287 students' degree program.