
SUBJECT: Responsibilities and Concerns of University Personnel

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 higher¹. Collectively, the faculty determines the educational policy of the
4 University. Within the department and divisions, the faculty determines educational policies for
5 its respective unit insofar as these policies do not conflict with the policies of other units.
6 Matters over which a faculty has authority (subject to the superior authority of the Board of
7 Supervisors) include:
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- 9 1. Criteria for membership on the faculty itself
- 10 2. Criteria for admission of students
- 11 3. Degree requirements
- 12 4. Courses and curricula
- 13 5. Student honors
- 14 6. Standards of instruction and grading
- 15 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
- 27 2. Faculty personnel policies
- 28 3. Faculty grievances
- 29 4. Salaries and support funds
- 30 5. University organization
- 31 6. Student affairs
- 32 7. The University's role, scope, and mission
- 33 8. Buildings and facilities

¹ See [PM 23](#) on the Ranks, Provisions, and Policies Governing Appointments and Promotions of Academic Staff dated February 2, 2009. See Part 1, Article VIII, Section 2 and Part II, Chapter I, Sections 1-2.1 through 1-2.4 of the [LSU Board of Supervisors Bylaws and Regulations](#) (June 19, 2015).

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9. Equipment

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 education. 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.
56

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. The Board of Supervisors, however, has not charged the staff as a
61 whole with policy-making authority for the University. Nevertheless, as with students and faculty,
62 deliberate 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.
68

69 For administrative purposes the University is divided into inter-related structures, each headed
70 by a Vice Chancellor, Director, Coordinator, or Division Head.
71

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 LSU.
76

77 The Chancellor shall²:

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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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² See Part 1, Article VII Section 4 Chancellors of the [LSU Board of Supervisors Bylaws and Regulations](#) (June 19, 2015).

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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.
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- 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.
113

114 The Vice Chancellor for Academic Affairs

115 The Vice Chancellor for Academic Affairs serves as the chief academic officer of the University
116 and, in the absence of the Chancellor, acts on his/her behalf.
117

118 The Vice Chancellor for Academic Affairs shall

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- 120 1. Hold membership on all faculties of the University.
121
- 122 2. Execute all regulations, policies, rules, directives and memoranda dealing with
123 academic matters, assessment, and grants issued by the Chancellor.
124
- 125 3. Implement educational policy for the University.
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- 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.
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- 155 14. Adjudicate matters relating to residence and admission.
156

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.
160

161 The Vice Chancellor for Business Affairs shall
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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.
166
- 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

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- 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.
177
- 178 5. Adjudicate questions of jurisdiction within the Office of Business Affairs.
179
- 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.
184
- 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. Serve as Executive Director of Eunice Student Housing Foundation, Inc. dba/Bengal
191 Village.
192

193 The Vice Chancellor Enrollment Management

194 The Vice Chancellor for Enrollment Management serves as chief administrative officer in
195 matters relating to students.
196

197 The Vice Chancellor for Enrollment Management shall
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- 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, enrollment
202 management, Registrar's Office, Admissions, Student Records and other matters
203 assigned to the Vice Chancellor for Enrollment Management.
204
- 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 Vice Chancellor for Enrollment Management.
208
- 209 3. Administer and make recommendations to the Chancellor concerning the
210 organization of the Enrollment Management units dealing with: student personnel
211 services, financial aid, counseling, enrollment management, guidance and testing,
212 recruitment, institutional liaison, Registrar's Office, Admissions, and Student Records
213 as well as the assessment of the effectiveness of each of these program areas.
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- 215 4. Advise the Chancellor with respect to planning and implementation of the budget in
216 Enrollment Management units.
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- 218 5. Adjudicate student appeals and other grievances appropriate to student personnel
219 services.
220
- 221 6. Adjudicate questions of jurisdiction within the units of the Vice Chancellor for
222 Enrollment Management.
223
- 224 7. Administer the scholarship, grants, and student personnel programs.
225

226 Division and Department Heads

227 The division and department heads are responsible to the Chancellor through the appropriate
228 vice chancellor. They are the chief executive officers of their respective division or department
229 and hold office at the pleasure of the Board of Supervisors. They are responsible for all aspects
230 of their division and department.
231

232 Each division or department head shall:
233

- 234 1. Assume leadership in the development of the programs of the division or
235 department, and coordinate and integrate the activities of their units.
236
- 237 2. Promote excellence in teaching, research and scholarship, student services, and
238 related activities of the division and department.
239
- 240 3. Formulate and administer policies for the department, either on their own initiative or
241 as directed by appropriate authority, with due consideration for the prerogatives of
242 the faculty and staff with regard to policy.
243
- 244 4. Forward to the Chancellor, through the appropriate vice chancellor,
245 recommendations concerning actions relating to all personnel in the division or
246 department (with approval or disapproval) together with a statement of reasons
247 therefore, when appropriate.
248
- 249 5. Serve as the communications officer for all official business within the division or
250 department and with other LSU Eunice authorities.
251
- 252 6. Certify compliance of individual students with requirements for graduation, after
253 receiving the recommendation of the divisional faculty.
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- 255 7. Academic division heads will serve as members of the Academic Council.
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- 257 8. Appoint such committees from the division or department as is necessary or
258 desirable.

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9. Assume general supervisory responsibility for employees within the department or division.
 10. Consider appeals by students according to established procedures.
 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.
 13. Establish and maintain appropriate records in the division or department files.
 14. Serve as custodian of all University property which is located in facilities of the division or department and not specifically assigned to another administrative office.
 15. Perform such duties as are required to increase the effectiveness and significance of the division or department and thus to enhance the prestige of the University.
 16. Coordinate the recruitment of new employees and advertise vacancies appropriately, consistent with the University's policies on equal opportunity and affirmative action.
 17. Recommend all appointments, promotions, dismissals, leaves, salaries, salary adjustments, and all other personnel actions relating to the departmental staff.
 18. Call and preside over all meetings of the department.
 19. Prepare and execute the budget of the department or division.
 20. Assume responsibility for appropriate academic advising in the unit.
 21. Assign specific duties to members in the department or division, and define the members' overall responsibilities to the University.
 22. Insure that division course offerings and curricula and departmental matters are accurately reflected in the University catalog.
 23. Academic division heads shall prepare class schedules and assign faculty members' teaching schedules.
 24. Academic division heads shall recommend changes in courses and curricula which originate in the division.
 25. Academic division heads shall oversee the registration and progress of students in

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304 the division or department, and act for the faculty (after appropriate consultation) in
305 approving exceptions or substitutions on students' degree programs.