

FACULTY HANDBOOK

CHAPTER VII

ADMINISTRATIVE AND ACADEMIC POSITIONS AND AREAS OF RESPONSIBILITY

700 POSITION SPECIFICATIONS

Classification and Qualification Standards for all non-academic positions are maintained in [Human Resources](#). It is the direct responsibility of the Director of Human Resources to administer the classification system and to insure that all non-academic employees are properly classified. Copies of the Classification and Qualification Standards are available for inspection in the [University Library](#) and can be found on the [Chancellor's Office](#) web page at <http://www.calstate.edu/HRAdm/classstandards.shtml>.

701 CONSULTATION RELATED TO APPOINTMENT OF ADMINISTRATIVE POSITIONS

The University observes a policy of collegiality that includes the participation of faculty, staff, and students (where appropriate) on search committees that review the applications of persons applying for administrative positions in the University. These committees will have access to documents relating to the candidates, will participate in the interview process, and make their recommendations known to the President or other administrator, who is responsible for making the appointment.

702 PRESIDENT OF THE UNIVERSITY

The President is the chief administrative officer of the University. Authority is delegated to the President by the Chancellor of The California State University and the President, in turn, delegates authority for the performance of assigned duties and functions to those with line assignment immediate to the President. These are the Provost and Vice President for Academic Affairs, the Vice President for Administrative Affairs, and the Vice President for Student Affairs.

703 DIRECTOR ~ ALUMNI RELATIONS

The Director of Alumni Relations facilitates positive and mutually beneficial relationships among alumni, students, and the University. The director administers programs and activities to enhance and develop alumni relations in local, regional, state, and national settings; manages alumni records on a computer database; supports an on-line alumni community service, and serves as executive director of the Humboldt State University Alumni Association.

The Director coordinates special alumni events and projects of university colleges, departments, or divisions, including receptions, reunions, and Homecoming. The Director of Alumni Relations reports to the Vice President of [University Advancement](#).

705 DIRECTOR ~ NATURAL HISTORY MUSEUM

The Director of the Natural History Museum reports to the Director of Community Relations. This staff member maintains the existing collections of the museum, makes recommendations for new acquisitions, writes grants and develops other fund raising proposals. The Director develops and coordinates community education programs, assists HSU faculty and students in using the collections for instruction or research, and coordinates volunteer and docent activities relating to

the Museum Store and visitor services. He or she prepares and monitors an annual budget, makes periodic reports to the NHM Steering Committee and serves as a technical advisor and curator as needed.

706 VICE PRESIDENT OF UNIVERSITY ADVANCEMENT

The Vice President of University Advancement provides leadership for all strategic and operational aspects of campus fundraising, including major gifts, deferred gifts, annual giving and corporate and foundation support. In collaboration with the University President, Vice Presidents and Deans, the Vice President plans, implements and maintains programs to optimize philanthropic support for identified campus priorities. Additionally, the Vice President is an active participant in the cultivation, solicitation and stewardship of major gifts. The Vice President reports to the Office of President.

707 DIRECTOR ~ GRAPHIC AND DISTRIBUTION SERVICES

The Director of Graphic and Distribution Services reports to the Office of the President and is responsible for the areas of graphic design, printing, photography, copy service, shipping and receiving, delivery service, mail service, moving service, property, the publication of the *HSU Catalog*, and oversight of the University Webmaster.

708 ASSOCIATE VICE PRESIDENT OF FINANCIAL SERVICES ~ UNIVERSITY BUDGET

The Associate Vice President of Financial Services is responsible for research, coordination, planning, and preparation of the reporting on the budget matters for the state-funded operations of the University. The Associate Vice President of Financial Services reports to the Vice President for Administrative Affairs and has a "dotted line" reporting responsibility to the President and to the Provost.

709 FACULTY ATHLETIC REPRESENTATIVE

The President appoints one representative who will attend regular meetings of the affiliated athletic conference. The Academic Senate regards the individual holding the title "Faculty Athletic Representative" as a faculty member who represents the University.

710 PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Vice President for Academic Affairs is the chief administrative officer for the entire instructional program of the University. The Provost is administratively responsible to the President, but additionally represents the academic community. Functions of the Provost are implemented through those who are directly responsible to that office and who have line function. These are: Dean, [College of Arts, Humanities and Social Sciences](#); Dean, [College of Natural Resources and Sciences](#); Dean, [College of Professional Studies](#); Dean, [University Library](#); Vice Provost of [Academic Programs and Undergraduate Studies](#); Dean, [Research and Graduate Studies](#); Chief Information Officer, [Information Technology Services](#); Director, [Budget and Institutional Data](#); Director, [Center for Indian Community Development](#); and Director, [Extended Education](#).

The search committee for the Provost and Vice President for Academic Affairs position shall consist of:

- Faculty members, one from each college and one from the University Library, elected by the faculty of the Colleges and the University Library.
- One or two non-academic staff members selected by the President or designee.
- One or two deans appointed by the President or designee.
- One vice president appointed by the President.
- Two students, one undergraduate and one graduate, selected by the Associated Students.
- The President or designee may select one or more members in consultation with the Executive Committee of the Senate. These members will serve to represent areas or issues not represented by the above.
- The President or designee will appoint the chair of the search committee.

711 ASSOCIATE VICE PRESIDENT FOR [FACULTY AFFAIRS](#)

The Associate Vice President for Faculty Affairs serves as the Provost's liaison to faculty, department chairs and administrators on faculty contract interpretation; processes grievances filed by faculty; advises administration in Unit 3 arbitrations; oversees the [Faculty Fee Waiver Program](#); prepares materials pertaining to administrative appointments and probationary faculty appointments; assures compliance for hiring and evaluation processes for part-time faculty, probationary faculty, and academic administrators; and oversees the recruitment process for faculty.

The Associate Vice President for Faculty Affairs reports to the Provost and Vice President for Academic Affairs and oversees the staff in [Academic Personnel Services](#). The Associate Vice President's responsibilities include: advising the University faculty and administration on matters relating to academic personnel, including those pertaining to the Faculty Collective Bargaining Agreement ([CBA](#)) and its implementation as well as the contract with the Academic Support Employees bargaining unit; advising the Provost, Deans, Department Chairs, and Search Committees in matters related to the recruitment of faculty, and reviewing the search process at all levels; representing the University with outside compliance agencies on faculty employment issues and coordinating with the [California State University System](#) on matters pertaining to academic personnel; participating in the organization of events for orientation and support of new faculty and other faculty development activities as appropriate; provides support for the grievance process in cooperation with the [Office of Human Resources](#), as well as the [Office of Diversity and Compliance](#); assists the Office of the Provost in facilitation of the retention, tenure, and promotion process; and performs all other duties as assigned.

712 ASSOCIATE VICE PRESIDENT ~ [ENROLLMENT MANAGEMENT](#)

The Associate Vice President for Enrollment Management is chief administrative officer for the many functions involved in maintaining student academic records, registration, college/school relations, admissions, outreach and recruitment. The Associate Vice President is directly responsible to the Vice President for Student Affairs. The Director of [Admissions](#), the Director of Financial Aid, and the [Registrar](#), as well as other professionally qualified staff members, assist in the implementation of the functions of the Associate Vice President's office.

713 DEAN ~ [RESEARCH AND GRADUATE STUDIES](#)

The Dean for Research and Graduate Studies is responsible for research, scholarship and creative activities, and for the administration of graduate programs. The research function includes fostering faculty and student scholarly activity, and relations with [HSU Foundation](#). Administration of graduate programs includes graduate applications; advancement to candidacy and completion of theses, projects and comprehensive exams; and graduate program review. The Dean reports to the Provost and Vice President for [Academic Affairs](#) and assists Academic Affairs with academic planning, coordination of interdisciplinary programs and scholarly efforts.

The Dean also convenes the Graduate Council, which reviews the Graduate Program and makes recommendations to the [University Curriculum Committee](#) and to the Provost and Vice President for Academic Affairs.

714 VICE PROVOST FOR [ACADEMIC PROGRAMS AND UNDERGRADUATE STUDIES](#)

The Vice Provost for Academic Programs and Undergraduate Studies serves on the staff of the Provost and Vice President for Academic Affairs and is generally responsible for policy development for and evaluation and enhancement of undergraduate programs in terms of their contribution to the broad goals of the University for students and for faculty resource planning. The Vice Provost also serves as the Provost's designee on the [University Curriculum Committee](#) and serves on a number of committees such as the [Council of Deans](#) and [Provost's Council](#) and performs other duties as assigned.

The Vice Provost is responsible for coordinating curriculum assessment, including program reviews of undergraduate and graduate majors (in cooperation with the college deans and the Dean for Research and Graduate Studies), general education, technology-mediated instruction, accreditation activities, and other curricular initiatives across the University. The Vice Provost coordinates the new program approval process with the Chancellor's Office. S/he is responsible for supporting faculty development efforts leading to better teaching, learning, and advising. The Vice Provost represents Academic Affairs on university committees charged with oversight of facilities allocations, safety, efficient and appropriate use, repair and emergency management issues. S/he provides leadership on matters related to space allocation and facilities.

The search committee for Staff Deans (Dean for [Research, Graduate Studies and International Programs](#) and Vice Provost for [Academic Programs and Undergraduate Studies](#),) shall consist of:

- Faculty members, one from each college and the University Library, elected by the faculty of the colleges and the University Library.
- One non-academic staff member selected by the President or his designee.
- One or two deans appointed by the President or his designee.
- One student member selected by the Associated Students.
- The President or his designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or designee will select the chair of the search committee from among the faculty elected to serve on the committee.

The Vice Provost also has oversight responsibilities for space and facilities within Academic Affairs.

715 DEANS OF COLLEGES

The dean of a college is the chief administrative officer for an academic unit, comprised of several academic disciplines organized into departments, who serves to further the professional development of the college and its programs. A major responsibility of the dean is the effective use of the resources available to the college, both faculty and support staff. The dean is directly responsible to the Provost and Vice President for Academic Affairs and is a member of the [Council of Deans](#), as well as the [Provost's Council](#). The dean of a college is assisted in accomplishing the functions of the position by department chairs or program leaders, and such other staff as may be assigned. College Administration - Colleges are organized with department chairs or program leaders. The manner of handling the internal affairs of the college is considered a matter for determination by the college within general policies established for the university as a whole. The establishment of departments and the appointment of chairs of departments is a function of the dean of the college. The search committee for the dean of a

college shall consist of:

- Six faculty members to be elected from the college.
- One non-academic staff member selected by the President or his designee.
- One or two deans appointed by the President or his designee.
- One student member selected by the Associated Students.
- The President or his designee may select one or more members, in consultation with the Executive Committee of the Academic Senate, who will serve to represent areas or issues not represented by the above.
- The President or designee will select the chair of the search committee from among the faculty elected to serve on the committee.

716 ASSOCIATE DEANS OF COLLEGES

The associate deans of colleges are responsible for assisting their college dean with the following: confidential faculty, staff and student issues; curricular development and oversight; reviewing program self-studies and other aspects of institutional research at the college level; fulfilling reporting requirements external to the colleges; budget development and monitoring; external fund raising; coordinating class scheduling and use of facilities; monitoring faculty workload; and interacting on the college dean's behalf with other university offices. The associate dean also represents the college dean on various college-level committees and at various university functions and serves as acting dean in the college dean's absence.

717 DEAN ~ UNIVERSITY LIBRARY

The Dean of the University Library is the chief administrative officer of the University Library, and is responsible to the Provost and Vice President for [Academic Affairs](#). The responsibilities of the position are carried out with the assistance of professionally trained librarians. The Dean maintains close contact with the various segments of the academic community. The search committee for the Dean of the University Library shall consist of the following:

- Faculty members, one from each college, elected by the faculty of the college.
- Two members of the University Library faculty elected by the University Library faculty.
- One University Library staff member elected by the University Library staff.
- One or two deans appointed by the President or his designee.
- One student member selected by the Associated Students.
- The President or his designee may select one or more members in consultation with the Executive Committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or designee will select the chair of the search committee from among the faculty elected to serve on the committee.

718 REGISTRAR

The Registrar, who reports directly to the Associate Vice President for Enrollment Management, is responsible for the administration and maintenance of student academic records. The Registrar also makes arrangements for and supervises registration procedures, and has responsibility for the evaluation of student graduation and credential requirements. The credentials analyst and a professionally qualified staff of administrative assistants and evaluators assist in the implementation of the Registrar's functions.

719 EXECUTIVE DIRECTOR ~ HUMBOLDT STATE UNIVERSITY FOUNDATION

The Executive Director of the Humboldt State University Foundation is responsible for the coordination and overall business management of the affairs of the Foundation. The Executive Director is directly responsible to the President of the Foundation and its Board of Directors. The official relationship of the Executive Director's Office to the University is through the Dean of [Research, Graduate Studies and International Programs](#).

720 DIRECTOR ~ [ADMISSIONS](#)

The Director of Admissions, who reports directly to the Associate Vice President for Enrollment Management, is responsible for the development and implementation of the marketing plan for the accomplishment of outreach and recruitment goals within the mission and goals of the University. The Director also makes arrangements for and supervises outreach and recruiting travel activities, marketing communications, campus visits, and the admission application process.

721 DIRECTOR ~ [BUDGET AND INSTITUTIONAL DATA](#)

The Director of Budget and Institutional Data, who reports directly to the Provost and Vice President for [Academic Affairs](#), is responsible for the administration of the University's instructional budget and institutional data. In this capacity, the Director analyzes the campus budget for instruction and develops allocation recommendations, within the various budget categories, for the operating units under Academic Affairs. The Director is the Office of Academic Affairs' liaison with the University Budget Director.

722 DIRECTOR ~ [CENTER FOR INDIAN COMMUNITY DEVELOPMENT](#)

The Director of the Center for Indian Community Development reports to the Provost and Vice President for Academic Affairs and is responsible for the administration of programs housed within the Center for Indian Community Development. The Center has designed and implemented innovative projects to meet the needs of American Indian communities and tribes. Through the Center's publications, ethnographic research, and proposal writing, it supports the development and implementation of culturally based curriculum, culture, history, economic development, and language projects. The Center supports activities in the American Indian Language and Literature Program, community development, and public relations.

723 DIRECTOR ~ [EXTENDED EDUCATION](#)

The Director of Extended Education is the chief administrative officer for the development and administration of the extension and summer session programs of community development and community service. The Director is directly responsible to the Provost and Vice President for Academic Affairs. A professional staff assists in the implementation of the Director's responsibilities.

724 CHIEF INFORMATION OFFICER ~ [INFORMATION TECHNOLOGY SERVICES](#)

The Chief Information Officer (CIO) is responsible for coordinating and directing the operations of Information Technology Services to ensure that the needs of the institution and the [CSU System](#) are met, including evaluating and establishing computing priorities that support the strategic direction and goals of the University; facilitating the integration of technology into the academic and administrative functions of the University; and achieving convenient and reliable access to information services for faculty, staff and students. The CIO for Information Technology Services

also oversees [Media Services](#) and is responsible for the administration of the Center for the Support of Instructional Technology (an expanded instructional media center). The Center for the Support of Instructional Technology is established to aid the instructional program of the University. The CIO is directly responsible to the Provost and Vice President for [Academic Affairs](#) and is a member of the [Council of Deans](#).

725 DIRECTOR ~ [FINANCIAL AID](#)

The Director of Financial Aid administers various programs of student aid, such as the Work-Study Program, scholarships, loans, and grants. The service includes providing information about the available aid programs. The primary purpose of the financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend the University. The Director is directly responsible to the Associate Vice President for [Enrollment Management](#).

726 DIRECTOR ~ [MARINE FACILITIES](#)

The Director of Marine Facilities is responsible for administratively coordinating the uses of the University's [Fred Telonicher Marine Laboratory](#) at Trinidad. The Director also is responsible for coordinating use of the 90-ft. research vessel "Coral Sea" and the scientific dive program. The Director reports to the Dean for the [College of Natural Resources and Sciences](#) and coordinates the work with the Marine Science Advisory Committee, which is comprised of representatives from the College of Natural Resources and Sciences.

727 DIRECTOR ~ [SWETMAN CHILD DEVELOPMENT LABORATORY](#)

The Director of the Swetman Child Development Laboratory is a staff member of the [Child Development Department](#) in the [College of Professional Studies](#) and reports to the chair of the department. The Director is responsible for the administrative aspects associated with the daily operation of the children's programs at the Child Development Laboratory. The Director coordinates the curriculum of the program with classes in the Child Development Department. The Director oversees fundraising activities, as well as parent education opportunities and research projects conducted at the Child Development Laboratory.

728 COORDINATORS OF [TEACHER EDUCATION](#)

The coordinators of teacher education (elementary or secondary) are responsible to the respective [Teacher Preparation](#) program leaders. The coordinators are responsible for the implementation of the policies and procedures of the University relating to the selection and preparation of candidates for teaching credentials. They maintain relations with the public schools, and the assignment of students who are observing or are doing student teaching is their responsibility.

729 COORDINATOR ~ [UNIVERSITY VETERANS AFFAIRS](#)

The Coordinator of University Veterans Affairs provides services to veterans enrolled in the Veterans Upward Bound Program. Other services are provided through the Veterans Affairs Office, as resources allow.

730 VICE PRESIDENT FOR [ADMINISTRATIVE AFFAIRS](#)

The Vice President for Administrative Affairs is the executive officer for most of the business functions of the University including [Financial Services](#); [Facilities Management](#); [Human Resources](#); [Contracts, Procurement, and Risk Management](#); and the [Common Management System Project \(CMS\)](#). As the chief financial officer of the University, the Vice President reports directly to the President for all matters related to the management and oversight of the business and financial affairs of the University, including implementation of all fiscal policies and regulations.

731 DIRECTOR ~ [CONTRACTS, PROCUREMENT, AND RISK MANAGEMENT](#)

The Director of Contracts, Procurement, and Risk Management, who reports to the Associate Vice President of Financial Services, is responsible for matters relating to contracting, purchasing, environmental health, occupational safety, and risk management.

732 ASSOCIATE VICE PRESIDENT ~ [FINANCIAL SERVICES](#)

The Associate Vice President of Financial Services has responsibility for all aspects of the fiscal affairs of the University. Financial Services maintains the University's financial records and prepares financial statements and reports; pays University vendors; processes pay warrants; maintains payroll and leave credit records for University employees; collects and receipts University fees and payments and disburses financial aid to students. Responsibilities include the following areas: University (State) accounting, accounts payable, payroll, cashiering, financial aid accounting, University budget, and audit coordination. The Associate Vice President of Financial Services reports to the Vice President for [Administrative Affairs](#).

733 DIRECTOR ~ [HUMAN RESOURCES](#)

The Director of Human Resources administers and is responsible for the following regulations and procedures for support staff: recruitment and selection; classification/pay; training and development; performance evaluation and tenure recommendation; grievance process, diversity compliance, and discipline. The Director also administers a fringe benefit program for both faculty and support staff which includes: retirement; health, dental, and vision insurance; other insurance plans such as non-industrial disability, group life, automobile, disability, income protection, unemployment, and workers' compensation.

The Director of Human Resources is the President's employee relations designee responsible for administering the eight support staff collective bargaining contracts. The Director is directly responsible to the Associate Vice President for Financial Services and is assisted by a staff of clerical and professional/technical specialists in these various programs. Matters relating to the above-stated programs should be addressed to the Human Resources Office.

734 ASSOCIATE VICE PRESIDENT ~ [FACILITIES MANAGEMENT](#)

The Associate Vice President of Facilities Management is directly responsible to the Vice President for Administrative Affairs. The Associate Vice President is responsible for the development, operation and maintenance of the physical campus and all its facilities and grounds; property management; shipping and receiving, moving and mail services; for the development of the Capital Outlay Program; and for the coordination of the physical master plan (and those whose work relates to it). Overall planning and utilization of facilities is a major concern of the Associate Vice President. The Director of [Plant Operations](#) and the Director of Construction Management report directly to the Associate Vice President of Facilities Management.

735 VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs is the chief administrative officer in the domain of Student Affairs. The Vice President is directly responsible to the President. The functions of the Vice President are implemented by those who are directly responsible to that office, which include the directors of [Athletics](#), the [Career Center](#), the Children's Center, [Housing](#), Student Life, [University Police](#), Academic Support Programs (Educational Opportunity Program, Learning and Tutorial Center, MultiCultural Center, Student Disability Resource Center, Testing Center), [Student Health and Counseling Services](#), Office of Enrollment Management (Admissions, Records, and Financial Aid) and the [University Center](#).

736 EXECUTIVE DIRECTOR ~ UNIVERSITY CENTER AND DINING SERVICES

The Executive Director of the University Center and Dining Services directs all operations of the University Center, including the [Bookstore](#), [CenterArts](#), [Center Activities](#), and Dining Services, and is directly responsible to the University Center Board of Directors, which develops policy and approves the annual budget. The Executive Director is available for consultation concerning University Center programs and services. The official relationship of the Executive Director's Office to the University is through the Office of the Vice President for [Student Affairs](#).

737 DIRECTOR ~ CAREER CENTER

The Director of the Career Center is administratively responsible for career counseling, student employment, and career placement programs. Professional and clerical staff assist in the implementation of the functions of this position. The Director is directly responsible to the Vice President for Student Affairs.

738 DIRECTOR ~ CENTERARTS

The Director of CenterArts develops an annual season of performing arts and contemporary events, including a summer festival, for the benefit of the campus and regional communities. The Director also creates and directs CenterArts' outreach programs, such as workshops, master classes, and arts education activities; works with the Provost and Vice President for [Academic Affairs](#), the [College of Arts, Humanities and Social Sciences](#) Dean, and the Council of Chairs to integrate performance activities with instructional programs; and works with the Executive Director of the [University Center](#) regarding business services and ticket management. The Director for CenterArts is responsible to the Executive Director for University Center and Dining Services.

739 DIRECTOR ~ STUDENT HEALTH AND COUNSELING

The chief administrative officer for Student Health and Counseling Services has responsibility for programs and services for students. A professional staff of physicians, nurse practitioners, lab assistants, clerical assistants, pharmacists and psychologists implement the functions of the Center. The Director is directly responsible to the Vice President for [Student Affairs](#).

740 DIRECTOR ~ HOUSING

The Director of Housing is responsible for all phases of on-campus student housing, including new construction, building operation, student personnel, business operations, and dining service. The Director is responsible to the Vice President for [Student Affairs](#).

741 DIRECTOR ~ STUDENT LIFE

The Director of Student Life is responsible for student clubs, [YES](#), new student programs, and assessment. The Director is responsible to the Vice President for [Student Affairs](#).

742 DIRECTOR ~ ACADEMIC SUPPORT PROGRAMS

The Director of Academic Support Programs is responsible for the [Educational Opportunity Program/Student Support Services](#), the [Student Disability Resource Center](#), [Learning Center](#), [Tutorial Center](#), [Testing Center](#) and the [Multicultural Center](#). The Director is responsible to the Vice President for Student Affairs.

743 DIRECTOR ~ ATHLETICS

The Director of Athletics is responsible for administrative duties in connection with the Intercollegiate Athletics program. The Director is responsible to the Vice President for [Student Affairs](#) and works through the chair of the [Department of Kinesiology and Recreation Administration](#) for matters pertaining to curriculum and facilities. Coordination is required with many segments of the campus community, including official student organizations. The Director's off-campus responsibilities include contact with the local communities, the affiliated athletics conference and the National Collegiate Athletic Association. The Director of Intercollegiate Athletics is an ex officio member of the Intercollegiate Athletic Advisory Committee.

744 DIRECTOR ~ UNIVERSITY POLICE

The Director of University Police directs the operations of the University Police Department. The Director is directly responsible to the Vice President for [Student Affairs](#) and is assisted by a staff of P.O.S.T.-certified campus peace officers, parking control officers, dispatchers, and clerical assistants. The Director also serves as the [Emergency Operations Center](#) Director.

745 GENERAL MANAGER ~ ASSOCIATED STUDENTS

The General Manager of the Associated Students serves as the administrative officer for associated student body affairs. The General Manager reports to the Associated Students' Council and the [University Center](#) Executive Director.

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