

## CAL POLY HUMBOLDT FACULTY HANDBOOK 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 ensure that all non-academic employees are properly classified. Copies of the Classification and Qualification Standards and can be found on the web page.

### 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.

Unless specified otherwise below, all search committees for administrative positions not under the Division of Academic Affairs, at the level of Associate Vice President or higher, will have a minimum of two General Faculty members, appointed by the President in consultation with the Senate Executive Committee (Academic Senate Resolution [#19-05/06-EX](#), March 7, 2006)

### 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](#). 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 Administration and Finance](#), the [Vice President for Enrollment Management](#), the [Vice President for University Advancement](#) and the Chief of Staff. See [organizational chart](#).

### 703. CHIEF OF STAFF

Reporting directly to the [President](#), the Chief of Staff provides executive-level support to the University President in order to advance the university's mission through effective, efficient, and strategic support of the President's priorities and vision for the institution, commitment to excellence, teamwork, and exemplary service. The Chief of Staff performs the work involved on the basis of a very close working relationship with the President, Vice Presidents and executive staff.

### 704. 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 of University Advancement reports to the Office of the President; see [organizational chart](#). Administrative positions reporting directly to the Vice President of University Advancement are as follows

**704.1. DIRECTOR OF MARKETING**

The [Director of Marketing](#) leads a team responsible for strategic marketing efforts, public information, engagement of key audiences, enhancing the University's reputation, and select campus-wide events including commencement.

**704.2. DIRECTOR OF PRINT MARKETING**

The [Director of Print Marketing](#) leads a team responsible for a wide range of print, marketing, and bulk mailing services for the University community.

**704.3. DIRECTOR OF ALUMNI RELATIONS**

The [Director of Alumni Relations](#) leads a team responsible for the organization and management of Forever Humboldt, Cal Poly Humboldt's Alumni Association, including organization of events and resources and supports available for alumni.

**704.4. ASSOCIATE VICE PRESIDENT OF DEVELOPMENT**

The [Associate Vice President of Advancement](#) supports the University Advancement Division in coordinating philanthropic programs to help Cal Poly Humboldt achieve its mission and goals.

**704.5. DIRECTOR OF INITIATIVES**

The [Director of Initiatives](#) provides leadership in the development and organization of University initiatives to help Cal Poly Humboldt achieve its mission and goals.

**704.6. EXECUTIVE DIRECTOR OF THE SPONSORED PROGRAMS FOUNDATION**

The Executive Director of the [Sponsored Programs Foundation](#) is responsible for the coordination and overall business management of the affairs of the Sponsored Programs Foundation. The Executive Director plays a critical role liaising between the research community, faculty, and funding agencies to optimize effectiveness of the grant administration process and SPF staff. 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 Office of [Research & Sponsored Programs](#).

**705. VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

The [Vice President for Administration and Finance](#) is the executive officer for most of the business functions of the University, see [organizational chart](#). 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. Administrative positions reporting directly to the Vice President of Administration and Finance are as follows

**705.1. DIRECTOR OF UNIVERSITY BUDGET**

The [Director of University Budget](#) provides leadership and support in the planning and allocating of campus resources, including developing and implementing budgets, training and educating the campus on financial concepts, policies and processes and collaborating with the campus community to advance the University Mission.

**705.2. DIRECTOR OF RISK MANAGEMENT AND SAFETY SERVICES**

The [Director of Risk Management and Safety Services](#), is responsible for matters relating to environmental health, occupational safety, and risk management.

**705.3. ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES**

The Associate Vice President for [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 Associate Vice President 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

**705.4. ASSOCIATE VICE PRESIDENT OF FACILITIES MANAGEMENT**

The [Associate Vice President of Facilities Management](#) 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; parking; 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.

**705.5. CHIEF OF UNIVERSITY POLICE**

The [University Police Chief](#) directs the operations of the University Police Department. The Chief is assisted by a staff of [P.O.S.T.](#)- certified campus peace officers, dispatchers, and clerical assistants.

**705.6. DIRECTOR OF CONTRACTS AND PROCUREMENT**

The [Director of Contracts and Procurement](#) is responsible for coordinating the purchase of commodities, issuance of contracts and agreements for construction and services, and development of policies and procedures related to these activities

**705.7. DIRECTOR OF FINANCIAL SERVICES**

The [Director of Financial Services](#) oversees the offices of Accounting and Student Financial Services. Accounting manages accounts, assets, financial reporting, and payroll. Student Financial Services manages student accounts, financial aid, fee assessments, University collections and the gift processing center and cashier's office.

**706. VICE PRESIDENT FOR ENROLLMENT MANAGEMENT**

The Vice President for [Enrollment Management](#) is the chief administrative officer in the domain of Enrollment Management and Student Affairs (see [organizational chart](#)). 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 and are as follows

**706.1. REGISTRAR**

The [Registrar](#) is responsible for the administration and maintenance of student academic records. The Registrar also governs registration procedures, administers academic policies, and has responsibility for the evaluation of student graduation and credential requirements. A professionally qualified staff of Transfer and Graduation Counselors/Evaluators, Administrative Analysts, a Credential Analyst, and Administrative Assistants assist in the implementation of the Registrar's functions.

**706.2. DIRECTOR OF ADMISSIONS**

The Director of [Admissions](#) directly supervises outreach, admissions operations and orientation and preview programs. The director is responsible for all aspects of multi-departmental and cross campus coordination of all recruitment strategies, yield activities, as well as prospective and newly-admitted student operations, events, and programs. The director shares institutional responsibility for meeting enrollment goals and strategic priorities.

**706.3. DIRECTOR OF FINANCIAL AID**

The Director of [Financial Aid](#) administers various programs of federal, state and institutional student aid, including the Work Study Program, scholarships, loans, and grants.

**706.4. DIRECTOR OF 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.

**706.5. EXECUTIVE DIRECTOR OF STUDENT HEALTH AND WELLNESS SERVICES**

The chief administrative officer for [Student Health and Wellness 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.

**706.6. DIRECTOR OF EDUCATIONAL OPPORTUNITIES PROGRAM AND STUDENT SUPPORT SERVICES**

The [Director of the EOP/SSS](#) oversees programming to support success of underrepresented and first generation students through fostering student autonomy and self-reliance and self-determination to overcome social, cultural, and systemic oppression; and for becoming actively engaged leaders.

**706.7. ASSOCIATE VICE PRESIDENT OF STUDENT SUCCESS**

The [AVP of Student Success](#) oversees services including housing, residence life, and the childcare center that provide everyday supports and basic needs for the campus community.

**706.8. DEAN OF STUDENTS**

The [Dean of Students](#) oversees student support services, student life, ensures student rights and responsibilities, and the Campus Assistance, Response, and Engagement (CARE) services program. The Dean of students office supports programs and services that encourage social responsibility, self-advocacy, leadership development and community engagement for students.

**708. 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; see [organizational chart](#).

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.

The functions of the Vice President are implemented by those who are directly responsible to that office and are as follows

**708.1. ASSOCIATE VICE PRESIDENT FOR ACADEMIC PROGRAMS AND DEAN OF UNDERGRADUATE AND GRADUATE STUDIES**

The [Associate Vice President for Academic Programs and Dean of Undergraduate and Graduate 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 AVP of Academic Programs 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. They oversee the [Academic Career and Advising Center](#), [Center for Community Based Learning](#), [The Learning Center](#), [Retention Through Academic Management \(RAMP\) Program](#), and [The Center for Teaching and Learning](#).

The AVP of Academic Programs is responsible for coordinating curriculum assessment, including program reviews of undergraduate and graduate majors, general education, technology-mediated instruction, accreditation activities, and other curricular initiatives across the University. The AVP of Academic Programs coordinates the new program approval process with the [Chancellor's Office](#). They are responsible for supporting faculty development efforts

leading to better teaching, learning, and advising. The AVP of Academic Programs represents Academic Affairs on university committees charged with oversight of facilities allocations, safety, efficient and appropriate use, repair and emergency management issues. They provide leadership on matters related to space allocation and facilities.

The search committee for Staff Deans (Dean for Research, Graduate Studies and International Programs and AVP of Academic Programs) 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 their designee.
- One or two deans appointed by the President or their designee.
- One student member selected by the [Associated Students](#).
- The President or their 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.

#### **708.2. DEANS OF COLLEGES**

The dean of a college is the chief administrative officer for an academic unit, composed 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 a member of the Provost's Academic Affairs Working Group. 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 their designee.
- One or two deans appointed by the President or their designee.
- One student member selected by the [Associated Students](#)
- The President or their 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 their designee will select the chair of the search committee from among the faculty elected to serve on the committee.

**708.3. 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.

**708.4. DEAN OF UNIVERSITY LIBRARY**

The Dean of the University Library is the chief administrative officer of the University [Library](#). 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 their designee.
- One student member selected by the [Associated Students](#).
- The President or their 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 their designee will select the chair of the search committee from among the faculty elected to serve on the committee.

**708.5. DIRECTOR OF INSTITUTIONAL EFFECTIVENESS**

The [Director of the Office of Institutional Effectiveness](#), is responsible for the administration of the University's instructional and institutional data. In this capacity, the Director facilitates the collection and reporting of institutional data to inform data-driven decision making across units.

**708.6. 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'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 Student Employees CBA; 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; assists the Office of the Provost in facilitation of the retention, tenure, and promotion process; and performs all other duties as assigned.

#### **708.7. DEAN OF COLLEGE OF EXTENDED EDUCATION & GLOBAL ENGAGEMENT**

The [Dean of the College of Extended Education and Global Engagement](#) is the chief administrative officer for the development and administration of the extension and summer session programs of community development and community service and center for international programs.

#### **708.8. 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.

#### **708.9. ASSOCIATE VICE PRESIDENT FOR DIVERSITY, EQUITY & INCLUSION AND CAMPUS DIVERSITY OFFICER**

The [Associate Vice President for Diversity, Equity, and Inclusion](#) oversees the Office of Diversity, Equity, and Inclusion which provides services and programming and leads initiatives to build critical social consciousness and fostering belonging, success, and well-being for all members of the Cal Poly Humboldt community. ODEI works as campus leaders for dismantling oppressive structures in policy and practice and replacing them with equitable policies and practices.

#### **709. DIRECTOR ~ INTERCOLLEGIATE ATHLETICS AND RECREATIONAL SPORTS**

The Director of [Athletics](#) is responsible for administrative duties in connection with the Intercollegiate Athletics program and recreational sports. The Director's off-campus responsibilities include contact with the local communities, the affiliated athletics conference and the [National Collegiate Athletic Association](#).

#### **710. FACULTY ATHLETIC REPRESENTATIVE**

The President appoints one faculty member as a representative who will attend regular meetings of the affiliated athletic conference and performs functions outlined by the [NCAA Bylaws](#). The [University Senate](#) regards the individual holding the title "Faculty Athletic Representative" as a faculty member who represents the University.