

3359-02-01 Officers of the academic administration.

(A) President of the university.

As specified in rule 3359-01-05 of the Administrative Code, the president is executive head of all university colleges, libraries, branches, schools, and departments, possessing duties, responsibilities, and powers as delineated in the bylaws.

(B) Senior vice president and provost.

- (1) The senior vice president and provost shall be appointed by the board upon recommendation of the president and shall hold office at the discretion of the president.
- (2) The senior vice president and provost shall be responsible to the president for the supervision of the academic functions of the university in accordance with the policies and rules established by the board, the president, and the faculty senate.
- (3) The senior vice president and provost shall be an ex-officio member of each faculty and department or school.
- (4) The senior vice president and provost shall be responsible for and have the authority to:
 - (a) Coordinate the academic offerings of the various colleges, departments, and schools;
 - (b) Assist in the selection and appointment of faculty and staff;
 - (c) Recommend promotion, tenure, salary and dismissal of faculty members; assist in the preparation of the annual budget;
 - (d) Submit an annual report concerning the activities, problems, and needs of the operations under the senior vice president and provost's jurisdiction;
 - (e) Oversee the university research centers and institutes;

- (f) Supervise academic planning;
 - (g) Supervise the university libraries, including instructional media services;
 - (h) Recommend to the president the appointment of such employees necessary to assist in performing the academic function of the university.
 - (i) Perform other such duties as may be assigned by the president.
- (C) Associate provost and special assistant to the president for diversity and multicultural development.
- (1) The associate provost and special assistant to the president for diversity and multicultural development shall be appointed by the board upon recommendation of the president and shall report directly to the senior vice president and provost.
 - (2) The associate provost and special assistant to the president for diversity and multicultural development shall serve as a member of the council of deans and speak to diversity and multicultural issues relevant to students, faculty and staff.
 - (3) The associate provost and special assistant to the president for diversity and multicultural development shall serve as an ex-officio member of the president's commission on equity or other such commissions and committees as from time to time may be assigned by the senior vice president and provost or the president.
 - (4) The associate provost and special assistant to the president for diversity and multicultural development function as an officer in the office of the senior vice president and provost.
 - (a) In consultation with the senior vice president and provost and the vice president of student affairs, develop programs and services to enhance the access, retention, and graduation of a diverse student population, and ensure that data-based measures of success are part of annual evaluations.

- (b) Advise the senior vice president and provost, vice president for student affairs, and the vice president for research and dean of the graduate school on academic issues affecting the access, retention, and graduation of a diverse student population.
 - (c) Assist the vice president for information and instructional technologies, libraries, and institutional planning in data collection/analysis regarding campus demographics, and in the assessment of university progress through external benchmarking data and the analysis of internal data.
 - (d) Work with the senior vice president and provost, the college deans, and other university officials to promote and enhance awareness and appreciation of diversity and multicultural issues in the classroom and workplace.
- (5) The associate provost and special assistant to the president for diversity and multicultural development shall exercise supervisory responsibility and develop an integrated work plan for the office of campus diversity (consisting of the division of access and retention and the division of pan African culture and research center) that will ensure appropriate coordination and working effectiveness with other campus units.
- (6) The associate provost and special assistant to the president for diversity and multicultural development shall advise the president on issues of diversity and multicultural development, and, as appropriate, work with senior level university officers to support fundraising to enhance university and privately funded scholarship programs related to diversity.
- (7) The associate provost and special assistant to the president for diversity and multicultural development shall work with the president and vice president for public affairs and development to promote cultural diversity and cultural enrichment opportunities for the university and the community through the following activities.
- (a) Plan and implement significant university-to-community

outreach and programming activities that will promote good will for the university and that will support and enhance access, retention, and graduation of a diverse student population.

- (b) Plan and implement significant campus programming, developed in consultation with the vice president of student affairs and the director of human resources, including lectures and workshops for students and employees throughout the year that will support and enhance access, retention, and graduation of a diverse student population.
 - (c) Develop appropriate assessment tools to evaluate the effectiveness of programming/workshops in raising awareness of, and sensitivity to, diversity and multicultural issues and in the enhancement of access, retention, and graduation of a diverse student population.
- (D) Associate provost for policies, procedures and reviews
- (1) The associate provost for policies, procedures, and reviews shall be appointed by the board upon recommendation of the president and shall report directly to the senior vice president and provost.
 - (2) The associate provost for policies, procedures, and reviews shall serve as a member of the council of deans and speak to issues of university policy relevant to students, faculty and staff.
 - (3) The associate provost for policies, procedures, and reviews shall assist the senior vice president and provost in all matters relating to academic policies, procedures, and reviews.
 - (4) The associate provost for policies, procedures and reviews shall coordinate and oversee the following matters:
 - (a) Academic program review in cooperation and consultation with the associate provost for teaching, learning, and faculty development.
 - (b) All activities relating to reaccreditation.

- (c) All matters relating to retention, tenure and promotion policies and procedures.
- (d) All processes involved in the awarding of faculty improvement leaves.
- (e) All processes involved in the review of deans.
- (f) All policies relating to faculty and staff search procedures.
- (g) All faculty grant programs resident in the office of the senior vice president and provost, including but not limited to NEH and Stoller awards.
- (h) The coordination of processes involved in the review of requests for the Ohio board of regents equipment funds and other equipment monies that may be allocated through the office of the senior vice president and provost.
- (i) All policies and procedures relating to part-time faculty and all matters involving the employment of part-time faculty and the re-employment of superannuates.
- (j) All undergraduate student appeals, complaints, and other student-related matters that require review and action by the office of the senior vice president and provost.
- (k) Provost level review and approval of space allocation requests.
- (l) Academic activities associated with the reserve officer training corps (ROTC) including but not limited to aerospace studies, military science, special reserve programs, and national guard programs.
- (m) Academic activities associated with the women's studies programs.
- (n) Perform other duties as may be assigned by the senior vice president and provost.

- (5) The associate provost for policies, procedures and reviews shall serve as the primary liaison to the academic policies and calendar committee, the curriculum review committee, and the academic student support committees of faculty senate.
 - (6) The associate provost for policies, procedures and reviews shall serve as the university's "HIPAA" privacy official for purposes of compliance with regulations enacted pursuant to the health insurance portability and accountability act ("HIPAA"). As the university's "HIPAA" privacy official, the associate provost for policies, procedures and reviews shall carry out those responsibilities listed in rule 3359-11-19 of the Administrative Code.
- (E) Associate provost for teaching, learning and faculty development.
- (1) The associate provost for teaching, learning, and faculty development shall be appointed by the board upon recommendation of the president and shall report directly to the senior vice president and provost.
 - (2) The associate provost for teaching, learning, and faculty development shall serve as a member of the council of deans and speak to issues of teaching, learning, and faculty development.
 - (3) The associate provost for teaching, learning, and faculty development shall coordinate and oversee the following matters:
 - (a) Provide leadership for the institute for teaching and learning.
 - (b) Create organizational design and support structures to implement the activities and functions of the institute with emphasis on identifying and utilizing the strengths and resources of university faculty.
 - (c) Monitor and supervise the operation of the institute and recommend a process for assessing and continuously improving the institute.
 - (d) Motivate and involve campus faculty, nationally

recognized scholars, and community leaders to participate in institute activities.

- (e) Acquire external funding to enhance the activities of the institute.
 - (f) Academic program review in cooperation and consultation with the associate provost for policies, procedures, and reviews.
 - (g) Perform other duties as may be assigned by the senior vice president and provost.
- (F) Deans of the degree-granting and professional colleges and schools.
- (1) Each dean of a degree-granting college or school shall be appointed by the board upon recommendation of the president, shall be responsible to the president through the senior vice president and provost and shall hold office at the discretion of the president.
 - (2) The dean shall be the administrative head of the respective college or school and shall be charged with the general supervision of all its interests, in accordance with the policies and rules established by the board, the president, the faculty senate and the college faculty.
 - (3) The deans shall oversee and coordinate the following matters:
 - (a) Recommend to the senior vice president and provost the appointment, salary, tenure, promotion and dismissal of faculty members after consultations with the appropriate chairs of departments;
 - (b) Promote the general welfare of the faculty and students;
 - (c) Supervise the curricula, courses, and methods of instruction and work to improve them;
 - (d) Direct the attention of the faculty to trends and changes in educational thought and practice;

- (e) Develop and formulate policies for the improvement of the college for consideration by appropriate groups and/or individuals;
- (f) Counsel with students;
- (g) Act upon student transfers to the college;
- (h) Supervise the registration of students;
- (i) Administer the rules and regulations established for the academic progress, promotion, and discipline of students;
- (j) Coordinate with the dean of the graduate school education on the graduate level in the college;
- (k) Approve the schedule of courses and examinations as prepared by the registrar;
- (l) Transmit to the senior vice president and provost the budgetary recommendations of the college;
- (m) Take reasonable precautions for the safekeeping of all instructional supplies and equipment of the college;
- (n) Call meetings of the faculty from time to time to transact college business;
- (o) Appoint members of such standing and special committees of the faculty as may be established or authorized;
- (p) Administer policies, rules, and regulations;
- (q) Submit to the senior vice president and provost, at least twenty working days in advance of each meeting of the board, such recommendations concerning the college as the dean may desire for board action;
- (r) Submit an annual report to the senior vice president and provost concerning the activities, problems, and needs of

the college;

- (s) Prepare in consultation with the college faculty an annual strategic planning update which shall be submitted to the senior vice president and provost;
- (t) Perform other such duties as may be assigned by the senior vice president and provost.

(G) Dean of the university college.

- (1) The dean of the university college shall be appointed by the board upon recommendation of the president and shall be responsible to the president through the senior vice president and provost. The dean shall hold office at the discretion of the president.
- (2) The dean shall be the administrative head of the university college and shall be charged with the general supervision of all its interests, in accordance with the policies and rules established by the board, the president, and the faculty senate.
- (3) In addition to performing the duties of the dean of a college (paragraph [F] of this rule) which are applicable to the college, the dean shall, when requested to do so by the senior vice president and provost, serve as an associate provost for student academic success with oversight responsibilities for student academic support services and related activities as assigned.

(H) Dean, university libraries.

- (1) The dean, university libraries shall be appointed by the board upon recommendation of the president; and shall be responsible to the president through the senior vice president and provost.
- (2) The dean, university libraries shall be administrative head of the university libraries and be charged with the general supervision thereof; recommend to the senior vice president and provost appointments to, and dismissals for circulation all books and periodicals; take reasonable precautions for the preservation and safe-guarding of all books, documents, equipment, and other property; submit to the senior vice president and provost an annual

report concerning the activities, conditions, and needs of the university libraries and notify the senior vice president and provost of budgetary needs; prepare, in consultation with university libraries' faculty and staff, an annual strategic planning update; and offer students and faculty such formal and informal aids in the use of the university libraries as occasion demands.

- (3) The dean, university libraries shall assist the senior vice president and provost by performing those duties as may be assigned.

(I) Director of continuing education

- (1) The director of continuing education shall be appointed by the board upon recommendation of the senior vice president and provost through the president, shall be responsible to the senior vice president and provost, and shall hold office at the discretion of the president.
- (2) The director of continuing education shall be responsible to the senior vice president and provost for the administration of the continuing education programs and shall promote the university's continuing education and technical services program, and shall perform such other duties as may be assigned.

Effective: Sept. 5, 2003

Certification: _____
 Ted A. Mallo
 Secretary
 Board of Trustees

Prom. Under: 111.15

Statutory Auth.: 3359.01

Rule Amp.: 3359.01

Prior Effective Date: 11/4/77, 12/31/86, 12/22/89, 7/20/90, 5/22/91, 9/21/95,
 12/23/95, 4/28/97, 11/24/01, 4/11/03, 5/23/03