

CHAPTER III

ADMINISTRATIVE ORGANIZATION

BOARD OF TRUSTEES

The 1971 General Assembly provided that, effective July 1, 1973, the Board of Trustees shall consist of thirteen members: (1) eight elected by the Board of Governors; (2) four appointed by the Governor; and (3) the President of the student government, ex-officio. The term of office of all trustees, except the ex-officio member, shall be four years.

THE POWERS AND DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees shall promote the sound development of the institution with the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other institutions and enable it to perform at a high level of excellence in every area of endeavor. The Board of Trustees shall serve as advisor to the Board of Governors on matters pertaining to the institution and shall also serve as advisor to the Chancellor concerning the management and development of the Institution.

CENTRAL ADMINISTRATION ORGANIZATION

THE CABINET

The Cabinet is composed of the Chancellor, Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Business and Finance, Vice Chancellor for Information Technology and Telecommunications, Vice Chancellor for Research and Economic Development, Vice Chancellor for Development and University Relations, Vice Chancellor for Student Affairs, General Counsel for Legal Affairs, and Vice Chancellor for Human Resources. This group meets and acts in an advisory role with the Chancellor.

CHANCELLOR

The Chancellor is the chief executive officer of North Carolina Agricultural and Technical State University and is selected by the Board of Trustees and the President of the University of North Carolina General Administration. The Chancellor reports to the Board of Trustees for the operation and management of the University.

As the University's chief executive officer, the Chancellor is authorized by the Board of Trustees to develop and maintain efficiency and operational excellence within the University. The Chancellor is charged with recommending policies for the board's consideration and approval and is responsible for implementing these policies once they have been approved. The Chancellor has the final authority to approve, reject or modify recommendations of the faculty and administrative staff on matters that do not require board action. The Chancellor is the official spokesperson for the University.

PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

The Provost and Vice Chancellor for Academic Affairs is the chief academic officer and is responsible for the administration of the University's eight schools/colleges including the School of Agriculture and Environmental Sciences, College of Arts and Sciences, School of Business and Economics, School of Education, College of Engineering, School of Nursing, School of Technology, School of Graduate Studies, as well as University Studies, the F. D. Bluford Library and other administrative areas related to the academic enterprise. The academic deans report to the Provost and Vice Chancellor for Academic Affairs, as do three associate vice chancellors, two assistant vice chancellors and a special assistant for budget.

The Provost and Vice Chancellor for Academic Affairs serves as the chairperson of the Deans Council, which advises on academic matters. The office of the Provost is the source of recommendations to the Chancellor regarding academic policies as well as personnel policies affecting faculty. This office is responsible for resource allocation, monitoring faculty workloads, and coordination of recruitment and retention. The Provost reviews recommendations of the academic deans and department heads regarding appointments, salary increments, promotions, tenure, reappointments, and termination of faculty and academic staff, then transmits them to the Chancellor with recommendations.

VICE CHANCELLOR FOR BUSINESS AND FINANCE

The Vice Chancellor for Business and Finance is the chief financial officer and is responsible for the general financial operation of the University, including accounting and auditing of financial records, financial reporting, preparation of the University budget and the biennial (expansion budget), legislative appropriation requests and budget control. The Vice Chancellor for Business and Finance assists the chancellor in allocating University funds, managing properties, capital improvement and debt financing, managing property acquisition, and representing the University's interests and relationships with state and other governmental agencies. The Vice Chancellor for Business and Finance is also responsible for fiscal operations including accounting, auxiliary services, purchasing, human resources, and campus safety. The division of business and finance operates under policies and procedures consistent with state, federal and The University of North Carolina General Administration laws, policies and procedures. Under the Vice Chancellor for Business and Finance's leadership, staff is responsible for conducting training and assistance to the University to ensure effective fiscal management.

VICE CHANCELLOR FOR INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS/CHIEF INFORMATION OFFICER

The Vice Chancellor for Information Technology and Telecommunications is the chief information officer and is responsible for managing, strengthening and supporting the University's instructional, research, and administrative programs by providing central services and infrastructure for University-wide access to information technology and telecommunications resources. The Vice Chancellor for Information Technology and Telecommunications is the primary architect for updating information technology. Other responsibilities include technical support for distance education and other alternative instructional technological delivery systems; development and management of fiscal operations for information technology and telecommunications; development of policies related to this area; and licensing and security of information technologies.

VICE CHANCELLOR FOR RESEARCH AND ECONOMIC DEVELOPMENT

The Vice Chancellor for Research and Economic Development is responsible for the administration of all research and sponsored-program activity at the University. The Vice Chancellor for Research and Economic Development also interacts with external agencies on behalf of the University and develops administrative and operational policies and procedures for complying with agency regulations and for handling comprehensive pre- and post- award functions. The Vice Chancellor for Research and Economic Development also administers the protection and disposition of intellectual property and the establishment of mechanisms for technology transfer and economic growth of the region.

VICE CHANCELLOR FOR DEVELOPMENT AND UNIVERSITY RELATIONS

The Vice Chancellor for Development and University Relations is responsible for developing and securing philanthropic opportunities through alumni giving and partnerships with corporations and other public or private sources. The Vice Chancellor provides leadership for strategic planning and execution of major campaigns. The Vice Chancellor plays a vital role in building and maintaining relationships with donors. Creating a positive image of the University and managing publicity through media are important responsibilities of the Vice Chancellor for development and university relations.

VICE CHANCELLOR FOR STUDENT AFFAIRS

The Vice Chancellor for Student Affairs is responsible for the supervision of all areas related to student life. The Vice Chancellor for Student Affairs' office provides programs and activities that complement the academic mission of the University and contribute to the intellectual, social, moral, cultural, and personal development of students. The Vice Chancellor for Student Affairs provides oversight and coordination of units such as residential life, counseling, health and medical services, food services, services for veterans and students with disabilities, and career services. This administrator serves as an advocate for students to the administration and interprets University policies to students to assure and maintain quality student life.

GENERAL COUNSEL FOR LEGAL AFFAIRS

The General Counsel for Legal Affairs reports directly to the Chancellor and is a member of the senior administrative Cabinet. The General Counsel for Legal Affairs represents the University as legal counsel and coordinates all litigation with the Attorney General of North Carolina as well as any other legal administrative duties. The General Counsel manages the university trademark-licensing program, serves as a governmental relations liaison with the state and local government, and provides timely and accurate legal advice and information to university administrators, faculty and staff. In addition, the General Counsel is responsible for oversight of the Equal Employment Opportunity (EEO), Affirmative Action and compliance functions.

VICE CHANCELLOR FOR HUMAN RESOURCES

The Vice Chancellor for Human Resources reports to the Chancellor and serves as one of the senior-level administrative positions constituting the Chancellor's Cabinet. The Vice Chancellor for Human Resources is responsible for all aspects of human resources administration and daily operations including recruitment, compensation, employee relations, benefits, workers' compensation, professional development and training, performance management, staff communications, employee orientation, and recognition programs. While the Office of the Provost has sole responsibility for the appointment, promotion, and tenure of the faculty, all other human resources functions related to employees are supported by this position. It is important that the Vice Chancellor for Human Resources translate institutional priorities into a vision for human resource programs that are responsive to the University's needs.

DEANS

The Deans are responsible for the overall administration and management of the schools/colleges/library. Deans are responsible for providing a vision, direction and oversight for strategic planning. Other administrative responsibilities include budget management and resource allocation, program development and planning, accreditation oversight, faculty and staff development, faculty hiring and appointments, reappointments, promotion and tenure and post-tenure review, and enforcing academic policies and regulations. Academic deans provide curricular supervision and coordination. The deans also represent the faculty, students, and librarian's perspectives in University planning as well as communicate and develop relationships with external constituencies and internal units.

DEANS COUNCIL

The Deans Council is composed of deans of the College of Arts and Sciences, School of Agriculture and Environmental Sciences, School of Business and Economics, School of Education, College of Engineering, School of Nursing, School of Technology, F. D. Bluford Library, University Studies and the School of Graduate Studies. This Council makes recommendations to the chancellor through the Provost and Vice Chancellor for Academic Affairs on broad categories of academic issues such as faculty employment guidelines and other

areas related to faculty development, implementation and discontinuance of academic programs and activities, admission criteria, retention and graduation.

DEPARTMENT CHAIRPERSONS

The department heads report to the Provost and Vice Chancellor for Academic Affairs through the deans of the designated schools/colleges. The department chairpersons are responsible for the leadership and administration of the academic departments. Engaging faculty in the strategic planning process for the academic unit is an important role. Each department head is responsible for budget development, management and allocation. Primary responsibilities of the department heads in personnel management include recruitment, hiring, faculty assignments and workload, evaluation, reward, development and professional guidance, and participation in the reappointment, promotion and tenure and post-tenure review process.

Facilities management duties include coordination and oversight of classroom and laboratory usage. The department head oversees accreditation and curricular and program development, secures external funding, and supports faculty research, teaching and service.

CHAPTER IV

FACULTY GOVERNANCE

ARTICLE I

AUTHORITY

FACULTY

The Faculty of North Carolina Agricultural and Technical State University, hereinafter designated as the Faculty, shall be governed by the rules set forth in this document entitled "Faculty Governance."

CHANCELLOR

The Faculty recognizes and accepts that the authority and responsibility for the governance of North Carolina Agricultural and Technical State University by law are vested in the Chancellor, subject to policies established by the Board of Governors and the Board of Trustees, to the direction of the President, and to such authority as the Chancellor may define for faculties, councils, committees, and officers of North Carolina Agricultural and Technical State University.

ARTICLE II

PURPOSES

THE CODE OF THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA

Faculty governance takes place within the guidelines, set forth in The Code of the Board of Governors of The University of North Carolina, which stipulate that the Chancellor is responsible for the campus and in turn is responsible to North Carolina Agricultural and Technical State University's Board of Trustees, the President and the Board of Governors of the University of North Carolina. To the extent that any of these sections may be inconsistent with The Code, as it may be amended from time to time, said Code shall control.

PURPOSES

The Purposes of Faculty Governance are as follows.

- A. To promote the conceptualization of University governance as a cooperative responsibility of administration, faculty, students, and other groups concerned with the growth and development of the University.

- B. To define clearly the responsibilities delegated to each constituent group.
- C. To assure the active participation of faculty members in committee assignments.
- D. To provide for and facilitate effective communication among interested groups in the immediate and ever-widening University community.
- E. To give full recognition to the Chancellor of the University who has the ultimate authority and responsibility for administrative action according to the policies of this document.

ARTICLE III

ORGANIZATION

The name of this organization shall be the Faculty Senate of North Carolina Agricultural and Technical State University.

ARTICLE IV

FACULTY SENATE

GOVERNANCE

The Faculty Senate shall be the main body of faculty governance of North Carolina Agricultural and Technical State University.

PURPOSES

The purposes of the Faculty Senate are:

- A. To be the legislative body of the faculty.
- B. To recommend requirements for admission, courses of study/curricula and requirements for undergraduate and graduate degrees.
- C. To recommend academic policies that impact respective educational programs of study.
- D. To recommend and/or endorse the establishment or discontinuance of undergraduate and/or graduate degree programs.

- E. To recommend faculty to serve on University-wide committees.
- F. To nominate and elect faculty to serve on (1) the Faculty Grievance Committees, (2) the Hearing and Reconsideration Committee, (3) the Faculty Reappointments, Promotions, and Tenure Committee for the Library, School of Nursing, and other Programs, and to serve as (4) delegates to the University of North Carolina Faculty Assembly.
- G. To recommend education programs designed for service to the immediate and ever-widening community.
- H. To recommend short-term and long-term planning for the academic growth and development of the University.
- I. To recommend changes to the faculty handbook and maintain the faculty handbook.

MEMBERSHIP

Each academic department, The School of Graduate Studies, and the library shall elect one Senator and one Alternate to the Faculty Senate. The Chancellor and the Provost/Vice Chancellor for Academic Affairs are ex officio members.

- A. Each Senator and Alternate is elected for a three-year term. A Senator may serve a maximum of two consecutive terms. A Senator who has served two consecutive terms may seek election again after sitting out at least one term. The Alternate does not automatically elevate to the status of Senator if the Senator is not re-elected or is ineligible to serve another term.
- B. Only Senators and Alternates make motions and vote.
- C. Election of the Senator and Alternate should occur during the month of March. The names of these elected representatives should be forwarded to the Faculty Senate President and Secretary not later than the third Tuesday in April. Newly elected Senators and Alternates shall commence their terms at the beginning of the following academic year.
- D. Only full time faculty who are at least in their second year at North Carolina Agricultural and Technical State University may be elected as a Senator or Alternate.
- E. Individuals with administrative appointments (including Department Chairpersons, Directors, Assistant/Associate Deans, and Deans) are ineligible to serve as Senators or Alternates.

RESPONSIBILITIES OF SENATORS

- A. Each Senator is expected to attend all regular and call meetings of the Faculty Senate.
- B. In the event the Senator is unable to attend a meeting, the Alternate should be notified by the Senator and attend the meeting.
- C. Senators and Alternates are to represent and report the interests and concerns of their departmental faculty.
- D. Senators should report the business of the Senate to their respective departments.
- E. Each Senator must serve on at least one (1) standing committee of the Faculty Senate.

OFFICERS

The officers of the Faculty Senate shall be the President, Vice President, Secretary, and such other officers as deemed necessary.

- A. The officers shall be elected from the elected membership of the Faculty Senate at the last meeting of each year and shall assume responsibility as newly elected officers at the beginning of the following academic year.
- B. The officers shall serve an initial one year term and may be re-elected for an additional one year term.
- C. Elected officers may serve two consecutive terms.

DUTIES OF THE OFFICERS

- A. The duties of the President shall be as follows;
 - 1) To preside at all meetings of the Faculty Senate and the Executive Committee of the Faculty Senate.
 - 2) To appoint standing committees and other committees as necessary; to attend Board of Trustees meetings; and to execute other duties incumbent with that office.
- B. The duties of the Vice President shall be as follows:

- 1) In absence of the President, the Vice President acts in the official capacity of the President and performs all the duties of that office.
- C. The duties of the Secretary shall be as follows:
- 1) To record Minutes of all Faculty Senate meetings and prepare copies of the Minutes for distribution to the members of the Faculty Senate.
 - 2) To notify all Senators of meetings.
 - 3) To record Minutes of the Executive Committee meetings.

MEETINGS – QUORUM – VOTING

There shall be a regular meeting of this organization once during each month of the academic year. The Faculty Senate may not meet during the months of December and May.

- A. Special meetings may be called by the President or at the written request of one-third of the Faculty Senate membership.
- B. A special meeting shall be called by a written notice or by telephone in cases of an urgent nature.
- C. A quorum for conduct of Business in the Senate shall consist of a majority of the academic departments represented in the Faculty Senate.
- D. Robert's Rules of Order, Newly Revised, shall be observed in the conduct of business.
- E. Absentee and proxy voting are not permitted.
- F. Disposition of motions shall be determined by majority vote of the members present.
- G. Copies of minutes and action taken by the Faculty Senate shall be deposited in the Office of the Provost and Vice Chancellor for Academic Affairs, and the Reserves Section of the Library.

STANDING COMMITTEES

The Standing Committees of the Faculty Senate shall be the Constitution Committee, Education Policy Committee, Faculty Welfare Committee, Nominating Committee, and the Committee on New Programs and Curricula. All of the standing committees present reports and recommend their committee actions to the Senate for approval. The duties of the standing committees are as follows:

- A. Constitution Committee** - This committee shall review periodically the Constitution and make recommendations for necessary changes.
- B. Education Policy Committee** - This committee shall study and recommend new policies or changes in existing policies relating to the academic programs of the University.
- C. Faculty Welfare Committee** - This committee shall be concerned with matters pertaining to employment, appointments, tenure, benefits, and professional development.
- D. Nominating Committee** - This committee shall consist of one member of the Faculty Senate from each of the colleges/schools and the library. This committee should submit a slate of nominations in April for Senate officers, faculty grievance committee members (Grievance and Hearing and Consideration) school/college representatives, and Faculty Assembly delegates. In conjunction with the Executive Committee of the Senate, the Nominating Committee should identify faculty to be named to various University-wide committees to be appointed by the Chancellor, Provost, or a Vice Chancellor.
- E. Committee on New Programs and Curricula** - This committee shall review, analyze and approve all proposed curricular changes and new programs recommended by academic departments or other representative individuals or groups. The Senators from the School of Graduate Studies and the Library shall serve on the New Programs and Curricula Committee. Additionally, a representative from the Teacher Education Council will serve as an ex officio member of the committee.
- F. Academic Calendar Committee** – This committee shall review the Academic Calendar each year to ascertain accuracy and fairness before the Calendar is officially printed. Its operations will be in accordance with The Code of the Board of Governors of the University of North Carolina (Section 400.1.6) which defined the number of class days per semester and reports the date for approved calendar submission – namely, October 15 for the following academic year.
- G. Faculty Handbook Committee** – This committee shall review the University Faculty Handbook annually and/or deliberate on issues pertaining to the Faculty Handbook as directed by the Senate, and make recommendations to the Senate for approval of any changes deemed necessary to the Faculty Handbook. It is the responsibility of this committee to update the Faculty Handbook with changes approved by the Senate.

COMMITTEE APPOINTMENTS – HEARING AND RECONSIDERATION AND GRIEVANCE

Faculty appointed to the Hearing and Reconsideration Committee and the Grievance Committee have a duty to provide input at committee meetings that reflects the interest of the faculty. The (faculty) committee member should submit and/or present a written report to the Faculty Senate. Information should be presented in a timely manner.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President, Secretary, and Chairpersons of each Standing Committee. It shall be the duty of the President of the Faculty Senate to convene meetings of the Executive Committee, as necessary, to handle matters where it would not be expedient or possible to call a meeting of the Faculty Senate. It shall be the power and duty of the Executive Committee to act on behalf of the Faculty Senate when the Senate is not in session.

METHODS OF SUBMITTING BUSINESS MATTERS TO THE FACULTY SENATE FOR CONSIDERATION

Business matters may be brought before the Faculty Senate by academic departments, committees, elected representatives of the Senate, school/college faculty, or administrators.