



**THE UNIVERSITY of
NEW ORLEANS**

**ADMINISTERED BY: Office of the Provost
and Senior Vice President for Academic
Affairs**

Policy No: AP-AA-01.4
TITLE: Authority and Responsibilities
of Deans, AVPs and Directors
EFFECTIVE DATE: May 2, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2024

PURPOSE

To set forth the authority and responsibilities of Deans, Associate/Assistant Vice Presidents, Assistant/Associate Provosts, and Directors.

AUTHORITY

Part Two, Chapter III, Section I of the Bylaws and Rules of the University of Louisiana System.

DEFINITIONS

For the purpose of this document, Deans, Assistant/Associate Provosts (AAP), Assistant/Associate Vice-Presidents (AVP) and Directors (of any rank) are individuals who report directly to the Provost and Senior Vice President for Academic Affairs. Presently, this list includes:

- Associate Provost for Academic Programs
- Associate Provost for Faculty and Diversity Affairs
- Dean of Business Administration
- Dean of Engineering
- Dean of Liberal Arts, Education and Human Development
- Dean of Sciences
- Dean of Libraries and Information Services
- Associate Vice President for Student Affairs and Dean of Students
- Executive Director of Professional and Continuing Education (PaCE)
- Assistant Provost for International Education
- Director of Experiential Learning and Community Engagement (ELCE)
- Associate Vice President of the Graduate School
- Chief Information Officer
- Director of the Honors Program

Unit means the college, school, department, division or other organizational entity over which the Dean, AAP, AVP or Director has supervision.

GENERAL POLICY

The Dean, AAP, AVP or Director leads, supervises and provides oversight of the unit and reports to the Provost and Senior Vice President for Academic Affairs.

PROCEDURE

1. Deans are appointed or reappointed upon the recommendation of the Provost and Senior Vice President for Academic Affairs and the approval of the President and the Board of Supervisors. They hold their administrative positions at the pleasure of the Board.
2. All others—Directors, Assistant/Associate Vice Presidents, and Assistant/Associate Provosts—are appointed or reappointed upon the recommendation of the Provost and Senior Vice President for Academic Affairs and the approval of the President. They hold their administrative positions at the pleasure of the President.
3. These supervisors are responsible for the operations and management of their unit. They have responsibility for leading the unit and managing its resources to accomplish its mission based on the broad vision set by the Provost and the President. Some of the specific responsibilities within each unit include, but is not limited to
 - initiating or reviewing recommendations for the appointment, reappointment, promotion, evaluation, and other personnel actions for all persons
 - initiating or reviewing requests for modifications in the academic program and in academic policies within the unit, including courses and curricula (if applicable)
 - judiciously administrating all budgets
 - effectively allocating financial and personnel resources
 - reviewing all recommendations for salary adjustments
 - developing a strategic plan that aligns with the university's vision
 - developing short- and long-term strategies for success and growth both in the academic and non-academic domain
 - actively engaging with the community at all levels
 - providing support for faculty and staff development
 - working with the Office of Enrollment Services to recruit and retain students
 - effectively applying University regulations and policies.
4. Academic Deans have further responsibilities within their respective colleges which includes
 - providing leadership to students, faculty, and staff that fosters and sustains college-wide excellence in teaching, research, and service, and prepares and supports a professional workforce
 - fostering collaboration among faculty and other deans and play an essential role in the University's growth and advancement
 - facilitating communication and collaboration between the college and its external stakeholders, including alumni, industry, and the greater community

- evaluating faculty performance and provide recommendation for retention, promotion and tenure (RTP)
- creating a system of communication with current and prospective students.

5. By virtue of their jobs, Deans, and certain Directors are also responsible for university advancement through development and fundraising.



John W. Nicklow
President
University of New Orleans

**Policy Updates:*

Revisions: 04/01/2021

01/26/2017