



THE UNIVERSITY of
NEW ORLEANS

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

Policy No: AP-AA-01.3
TITLE: Authority and Responsibilities
of Deans, AVPs and Directors
EFFECTIVE DATE: May 2, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2020

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 and Section I of the Bylaws and Rules of the University of Louisiana System.

DEFINITIONS

For the purpose of this document, deans, AVPs (e.g., assistant/associate vice-provost or vice-president) and directors are individuals who report directly to the Provost and Senior Vice President for Academic Affairs. Presently, this list includes: the Associate Provost for Academic Programs, the Dean of Business Administration; the Dean of Engineering; the Dean of Liberal Arts, Education and Human Development; the Dean of Sciences; Director of the Graduate School; the Dean of Library and Information Services; the Associate Vice President for Student Affairs and Dean of Students; the Assistant Vice President for Admissions and Enrollment Management; Director of Service Learning; the Assistant Provost for International Education; the Director of Extended Campus; the Chief Information Officer; the Coordinator of the Center for Teaching Innovation; the Director of Interdisciplinary Studies, the Director of International Students and Scholars; and the Director of the Women's Center.

Unit means the college, school, department, division or other organizational entity over which the dean, AVP or director has supervision.

GENERAL POLICY

The dean, AVP or director is the chief executive officer 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, coordinators, 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. The maximum term of appointment is five years, with the possibility of renewal.
4. The dean, AVP or director is responsible for initiating or reviewing recommendations for the appointment, reappointment, promotion, evaluation, and other personnel actions for all persons within the unit; initiating or reviewing recommendations for modifications in the academic program and in academic policies within the unit, including courses and curricula (if applicable); the proper administration of all budgets within the unit; the allocation of financial and personnel resources within the unit; the review of all recommendations for salary adjustments within the unit; review and development of a strategic plan for the unit that aligns with the university's vision; the development of short- and long-term strategies for success and growth both in the academic and non-academic domain; active community engagement at all levels; and such other duties as are appropriate to the chief executive officer.
5. By virtue of their jobs, these administrators are also responsible for university advancement through development and fund raising.
6. The dean, AVP or director is responsible for the effective application of University regulations and policies within the unit.



John W. Nicklow
President
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**Policy Updates:
Revisions: 1/26/2017*