

Article 2.2 The Executive Vice President and University Provost and Vice Presidents

Sec. 2.2.1 The Executive Vice President and University Provost and Types and Functions of Vice Presidents

The Board of Trustees on the recommendation of the President shall approve the duties of the Executive Vice President and University Provost and number and functions of the vice presidents of the University. Their authority and responsibilities shall be clearly set forth in job descriptions in Addenda to The Redbook.

Sec. 2.2.2 Appointment of Executive Vice President and University Provost and Vice Presidents

The Executive Vice President and University Provost or any vice president to whom academic units report shall be authorized and the individual shall be appointed only after consultation with and recommendations from a committee designated by the Faculty Senate. Any vice president to whom the Human Resources Department reports shall be authorized and the individual shall be appointed only after consultation with and recommendations from a committee designated by the Staff Senate. Any vice president to whom the responsibility for the operation of student affairs is assigned shall be authorized and the individual shall be appointed only after consultation with and recommendations from a committee designated by the Student Senate.

Vice presidents not covered by the above classification in this section shall be appointed by the Board on the recommendation of the President after informal consultation with appropriate individuals and groups.

Sec. 2.2.3 Duties of Executive Vice President and University Provost and Vice Presidents

The Executive Vice President and University Provost and vice presidents shall serve at the pleasure of the Board and shall perform such duties as the President may from time to time direct which are compatible with the appropriate job description. A major change in a job description may be made by the Board on the recommendation of the President after consultation with any group entitled to consultation in the original authorization of those offices, but administrative changes which do not affect the essential functions of those offices may be made at any time by the President.

In the absence of the President and Executive Vice President and University Provost the Executive Vice President for Health Affairs shall serve as Acting President.

Sec. 2.2.4 Review of Service

At the end of each five years of service the performance of the Executive Vice President and University Provost and vice presidents to whom academic units report will be reviewed by the President and the Board of Trustees by procedures established in consultation with the Faculty, Student, and Staff Senates.

Article 2.3 Other Administrators

Sec. 2.3.1 Definition and Classification of Administrators

A. **Administrators**

The term administrator as used in this document shall refer to the Executive Vice President and University Provost, the Vice Presidents, the Deans, and those persons who are designated by the President as having unit- or university-wide administrative functions of substantial significance to the University. All such administrators shall be appointed by the Board of Trustees on the recommendation of the President and shall serve at the pleasure of the Board.

B. **Faculty with Administrative Functions**

Those persons with faculty rank, other than deans, who are responsible for the administration of academic units and subunits such as academic departments and divisions shall be classified in this document along with assistant and associate deans as faculty with administrative functions. They are appointed by the Board on the recommendation of the President and serve in their administrative roles at the pleasure of the Board.

C. **Staff Officers with Administrative Functions**

Those responsible for the administration of any University services who do not have faculty appointments and who do not report directly to the President or a vice president as described above shall be classified as staff officers with administrative functions. They shall be appointed by the President subject to the personnel policies set forth in the section on staff personnel.

Sec. 2.3.2 Grievances of Administrators

Administrators are not covered in their administrative roles by the grievance procedures for faculty or staff. If an administrator is aggrieved in his or her administrative role, such administrator is entitled to an informal hearing before his or her immediate superior, and if this is not satisfactory in resolving the grievance, to an informal hearing before the President or a designee. The decision of

the President shall be final in all matters except the termination of service of such administrators, which is subject to ratification by the Board of Trustees.

Sec. 2.3.3 Termination of Service of Administrators

In termination of the administrative services of any individual serving at the pleasure of the Board, the following rules apply:

- A. Administrators with faculty rank and faculty with administrative functions retain their position in the faculty in whatever rank and tenure status they hold at the time of their termination as administrators.
- B. Administrators without faculty rank and with more than fifteen years of service to the University, if terminated in one position, may expect that every effort will be made by the University to provide for their continued service in another position which can make good use of their abilities and previous experience, though not necessarily at the same grade level as they have had in their immediate past position.
- C. Administrators without faculty rank and with less than fifteen years of service will normally be separated from the University, but a transfer to another function is possible if a suitable arrangement can be worked out.
- D. Nothing in the above provisions restrains the Board of Trustees from terminating the services of any administrator in any and all capacities in the University if such termination is for cause as defined in [Section 4.5.3.A](#).

Sec. 2.3.4 Administrative Leave

It shall be the policy of the University to grant administrative leave to administrators who have served in that capacity for ten years or more. Such leave may be granted for a period of up to three months, no more frequently than every five years, by the President after consultation with the administrator's immediate superior.

Sec. 2.3.5 Retirement of Administrators

The Board of Trustees shall make available a retirement annuity plan for full-time administrators, after a stated minimum period of service in such capacity. Each retirement annuity contract shall be vested in the individual participant. Administrators will retire under the provisions and conditions set out in Addenda to The Redbook.