

COORDINATED BY: Office of the Chancellor

EFFECTIVE: September 8, 1993

REVISED: July 14, 2004

SUBJECT: Administrative Appointments

PURPOSE

This policy defines and promotes an understanding of the appointments, responsibilities and evaluations of vice chancellors, deans/directors, and department chairs.

POLICY/PROCEDURE

1. Appointments for vice chancellors, deans, directors (Business Affairs, Student Affairs, and Development), and department chairs follow the same procedure as appointment of faculty members, with the exception of the appointment source and in accordance with LSU System Permanent Memoranda 69. With the advice of an appropriately constituted search committee, the vice chancellor appoints each dean or director, and with the approval of the vice chancellor, the dean appoints each department chair. An administrative assignment or reassignment is the responsibility of the immediate administrative supervisor of the appointment. Tenure does not exist for administrative assignments.

2. The positions of vice chancellor, dean/director, and department chair are defined below:

a. **Vice Chancellor**

Administrative assignments or reassignments for vice chancellors are the responsibility of the Chancellor. Tenure does not exist for these administrative assignments, and reassignment can occur at any time. Each vice chancellor is to be reviewed and evaluated annually by the Chancellor. This review will be based upon data solicited from faculty, staff, students, and/or other appropriate individuals by the Chancellor.

b. **Dean/Director**

The deans/directors are the principal administrative officers of the colleges/units. Administrative assignments or reassignments for deans/directors are the responsibility of the vice chancellor to whom the dean/director reports, with the approval of the Chancellor. Tenure does not exist for these administrative assignments, and reassignment can occur at any time. Each dean/director will be reviewed and evaluated annually by their respective vice chancellor. This review will be based upon data solicited from faculty, staff, students, and/or other appropriate individuals by the vice chancellor conducting the review.

c. **Department Chair**

Academic departments are administered by department chairs who are appointed by the dean with approval of the Provost and the Chancellor. An administrative assignment or reassignment for the department chair is the responsibility of the dean to whom the individual reports, with the approval of the Provost and the Chancellor. Tenure does not exist for these administrative assignments, and reassignment can occur at any time. Each department chair is to be reviewed annually by the dean. This review will be based upon data solicited from faculty, staff, students, and/or other appropriate individuals by the dean.

Vincent J. Marsala
Chancellor

Date