



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

FACULTY HANDBOOK

UNIVERSITY POLICY

CHAPTER III

ADMINISTRATIVE ORGANIZATION

3.1 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.

3.2 THE POWERS AND DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees shall promote the sound development of the University 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 University and also shall serve as advisor to the Chancellor concerning the management and development of the University.

The Board of Governors' delegated authority to campus boards of trustees is set forth in Appendix 1 of the Code of the Board of Governors of The University of North Carolina, and may be found [here](#).

Implementation of that authority may be found in the Board of Trustees' bylaws, [here](#), and the "Duties, Responsibilities, and Expectations of Members of the Board of Trustees," [here](#).

3.3 CENTRAL ADMINISTRATION ORGANIZATION

3.3.1 Chancellor

The chancellor is the chief executive officer of North Carolina Agricultural and Technical State University and is recommended by the Board of Trustees and selected by the president of the University of North Carolina and the Board of Governors. 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 certain policies for the Board's consideration and approval and is responsible for implementing these and other 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.

3.3.2 The Chancellor's Executive Cabinet

This group acts in an advisory role to the chancellor. Cabinet membership may be found [here](#).

Membership includes individuals holding the following positions:

- Provost and Executive Vice Chancellor for Academic Affairs
- Vice Chancellor for Business and Finance
- Vice Chancellor for Information Technology and Chief Information Officer
- Vice Chancellor for Research and Economic Development
- Vice Chancellor for University Advancement
- Vice Chancellor for Student Affairs
- General Counsel for Legal Affairs
- Vice Chancellor for Human Resources
- Chief of Staff

3.3.3 Deans

The deans are responsible for the overall administration and management of the colleges and school. The list of current deans may be found [here](#).

The colleges of the University include:

- College of Agriculture and Environmental Sciences
- College of Arts, Humanities, and Social Sciences
- College of Business and Economics
- College of Education
- College of Engineering
- Graduate College
- College of Health and Human Sciences

- College of Science and Technology
- Joint School of Nanoscience and Nanoengineering
- Library Services

Deans are responsible for providing a vision, direction and oversight for strategic planning in support of the University's strategic plan. Other administrative responsibilities include: managing and allocating financial resources; program development and planning; evaluation and assessment; accreditation oversight; faculty and staff development; faculty hiring, appointments and reappointments, promotion and tenure and post-tenure review; developing strong relationships with other Colleges and external communities; and enforcing academic policies and regulations. Academic deans provide curricular supervision and coordination. In addition, academic deans present the perspectives of faculty, students, and the university librarian in University planning, while also developing relationships with external constituencies and internal units.

3.3.4 Deans Council

The Deans Council is composed of deans of the colleges, school, and Library Services. 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.

3.3.5 Department Chairpersons

The department chairpersons report to the deans of the designated colleges and school. 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 chairperson is responsible for budget development, management and allocation. Primary responsibilities of the department chairpersons related to personnel management include: recruitment and hiring; faculty assignments and workload; evaluation, development and professional guidance; and participation in the reappointment, promotion and tenure and post-tenure review process. The department chairperson oversees accreditation and curricular and program development, secures external funding, and supports faculty research, teaching and service. Facilities management duties include coordination and oversight of classroom and laboratory usage.

Approved by the Board of Trustees

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