

# AUTHORITY AND RESPONSIBILITIES IN COMMON FOR PRINCIPAL ADMINISTRATIVE OFFICERS

POLICY NUMBER: RESERVED FOR FUTURE USE  
RESPONSIBLE OFFICIAL TITLE: PRESIDENT  
RESPONSIBLE OFFICE: OFFICE OF THE PRESIDENT  
EFFECTIVE DATE: 7/29/1981

## I. POLICY STATEMENT

*Describe the policy's substance, core provisions, or requirements. A policy should be clear, concise, and written in plain language.*

Administrative officers are each recommended by the President to the Board of Regents for appointment and reappointment. They each shall have the following authority and responsibilities in common:

1. Each shall serve with authority from the President as the executive officer of the respective office.
2. Each shall enforce in his/her office the regulations and policies of the University.
3. Each shall recommend to the President on all appointments, promotions, tenure cases, dismissals, or changes of position including all salaries and salary changes of all members of that Office's faculty and/or staff in accordance with the policies of the University.
4. Each shall prepare and administer the budget for his/her Office in accordance with directions from the President's Office.
5. Each shall advise the President on matters concerning his/her office and the University, and to provide liaison with the principal administrative officers of the University.
6. Each shall perform such duties and carry out such assignments as may be delegated to him/her from time to time by the President.

## II. ENTITIES AFFECTED

*Describe the positions, units, departments, groups of people, or other constituencies to which the policy applies or has a material effect.*

University President and Vice Presidents

## REVISION HISTORY

*Indicate any revisions to this policy using the table below. Include the type of revision and the month & year the revision was approved*

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	7/29/1981
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
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