

RUTGERS UNIVERSITY POLICY

Section: 50.1.3

Section Title: Administrative Governance

Policy Name: University Officers

Formerly Book: 1.2.1

Approval Authority: Board of Governors

Responsible Executive: Secretary of the University

Responsible Office: Office of the Secretary of the University

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Errors or changes? Contact: Office of the Secretary of the University at secretary@oldqueens.rutgers.edu

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<u>Section #:</u>	50.1.3	<u>Section Title:</u>	Administrative Governance	<u>Formerly Book:</u>	1.2.1
<u>Approval Authority:</u>	Board of Governors		<u>Adopted:</u>	1959	<u>Reviewed:</u> 12/6/2016
<u>Responsible Executive:</u>	Secretary of the University		<u>Revised:</u>	2/13/2004; 7/14/2006; 2/28/2008; 4/24/2008; 12/12/2008, 7/1/2013; 06/13/2014 (Updated titles and roles); 12/6/2016	
<u>Responsible Office:</u>	Office of the Secretary of the University		<u>Contact:</u>	Office of the Secretary at secretary@oq.rutgers.edu	

1. **Policy Statement**
This policy identifies the principal officers of the university as well as their responsibilities.
2. **Reason for the Policy**
To outline the reporting relationship and responsibilities of university officers.
3. **Who Should Read This Policy**
All members of the university community.

4. **Related Documents Resources**
Bylaws of the Board of Governors and Board of Trustees.

5. **Contacts Definitions**
Office of the Secretary of the University
secretary@oldqueens.rutgers.edu
848-932-7434

6. **The Policy**

50.1.3 UNIVERSITY OFFICERS

I. University Officers

The principal officers of the university shall be the President; the ~~Executive Vice President for Academic Affairs~~ Senior Vice President for Academic Affairs; Executive Vice President for Health Affairs, who also serves as Chancellor of Rutgers Biomedical and Health Sciences; the ~~Senior Vice President for Administration~~ Executive Vice President for Strategic Planning and Operations & Chief Operating Officer; the ~~Senior Vice President for Finance and Treasurer~~ Executive Vice President for Finance & Administration and University Treasurer; the Chancellor of Rutgers University—Newark; the Chancellor of Rutgers University—New Brunswick; the Chancellor of Rutgers University—Camden; the Secretary of the University; the Senior Vice President and General Counsel; the Senior Vice President for External Affairs; the President, Rutgers University Foundation and Executive Vice President for Development and Alumni Relations; and the ~~Vice President for University Communications and Marketing~~, the Senior Vice President for Research and Economic Development; and such other officers as the Board of Governors in consultation with the President may determine.

The principal officers of the university for the ~~Rutgers University—Camden and Rutgers University—Newark campuses~~ shall be, respectively, the Chancellor of Rutgers University—Camden ~~Chancellor—Camden~~ and the Chancellor of Rutgers University—Newark—Newark.

II. President

The President shall be the chief executive officer of the university as provided in the Charter and in the Bylaws of the Board of Governors and is clothed with corresponding authority. All assignments of duties to other officers in these Regulations shall be subject to the President's interpretation and decision as shall the interpretation, within applicable law, of any regulation, policy, or practice of this university. The President shall have oversight of the relations of the university with governmental, community, philanthropic and business institutions, the programs of public information throughout the university and official, non-academic university publications. The President also shall be responsible for providing policy direction and oversight to the university Division of Intercollegiate Athletics ~~on at the Rutgers University—New Brunswick campus~~.

_____ (1) ~~In the event of the disability, death or absence for more than one month of the President, the Executive Vice President for Academic Affairs shall assume the President's authority and responsibilities, upon approval of the Board of Governors. In the event of the disability, death or absence for more than one month of both the President and the Executive Vice President for Academic Affairs, the Senior Vice President for Administration shall assume the President's authority and responsibilities, upon approval of the Board of Governors.~~

_____ (2) ~~In the event of the disability, death or absence for more than one month of the President and the Executive Vice President for Academic Affairs and the Senior Vice President for Administration, another officer of the university previously~~

~~designated in writing by the President, shall assume the President's authority and responsibilities, upon approval of the Board of Governors.~~

~~(3) In the event of the absence of the President for less than one month, the Executive Vice President for Academic Affairs shall assume the President's authority and responsibility.~~

1. ~~In the event of the disability or absence of the President for more than 24 hours and less than one month, the Senior Vice President for Academic Affairs shall assume the President's authority and responsibilities with the advice of the Executive Vice President for Finance & Administration and University Treasurer and the Executive Vice President for Strategic Planning & Operations and Chief Operating Officer.~~
2. ~~In the event of the disability or absence of both the President and the Senior Vice President for Academic Affairs for more than 24 hours and less than one month, the Chancellor of Rutgers University–New Brunswick shall assume the President's authority and responsibilities with the advice of the Executive Vice President for Finance & Administration and University Treasurer and the Executive Vice President for Strategic Planning & Operations and Chief Operating Officer.~~
3. ~~In the event of the death of the President, or the disability or absence of the President for more than one month, the Board of Governors shall convene for the purpose of selecting an Interim President to assume the President's authority and responsibilities. The Senior Vice President for Academic Affairs shall assume the President's authority and responsibilities, with the advice of the Executive Vice President for Finance & Administration and University Treasurer and the Executive Vice President for Strategic Planning & Operations and Chief Operating Officer, until the Board of Governors appoints an interim president. The appointment of the Interim President will continue until the President resumes his or her duties or until a time determined by the Board of Governors.~~
4. ~~In the event of the death of the President and Senior Vice President for Academic Affairs, or their disability or absence for more than one month, the Chancellor of Rutgers University–New Brunswick shall assume the President's authority and responsibilities, with the advice of the Executive Vice President for Finance & Administration and University Treasurer and the Executive Vice President for Strategic Planning & Operations and Chief Operating Officer, until an interim president is appointed by the Board of Governors.~~

III. ~~Executive Senior Vice President for Academic Affairs~~

Under the President, the ~~Executive Senior Vice President for Academic Affairs~~ shall be the Chief Academic Officer and the President's deputy and principal adviser on all matters affecting the educational and academic operations of the university.

The ~~Executive Senior Vice President for Academic Affairs~~ shall be responsible for the formulation and administration of university academic policy, in consultation with the ~~Chancellor of Rutgers University--Newark, the Chancellor of Rutgers University--New Brunswick, the Chancellor of Rutgers University--Camden, and the Chancellor-Chancellor of Rutgers Biomedical and Health Sciences.~~ In fulfillment of that role, this officer shall identify general goals and objectives for the overall academic programs of the university and shall advise, and act as the representative of, the President on academic matters affecting the several faculties and campuses of the university.

The ~~Executive Senior Vice President for Academic Affairs~~ shall designate individuals to represent the interests of the university in collective negotiations with organized faculty, postdoctoral, adjunct, and other academic employee groups.

IV. Executive Vice President for Strategic Planning and Operations & Chief Operating Officer~~Senior Vice President for Administration~~

Under the President, the Executive Vice President for Strategic Planning and Operations & Chief Operating Officer ~~Senior Vice President for Administration~~ shall be the Chief ~~Administrative Operating~~ Officer and, in consultation with the President, shall have responsibility for the direction of the ~~administrative management of the university~~ university's strategic planning, as distinct from its educational and academic administration. To this end, and in consultation with the ~~Executive Senior Vice President for Academic Affairs and the Executive Vice President for Finance & Administration and University Treasurer~~ ~~Senior Vice President for Finance and Treasurer~~, this officer shall exercise the principal coordinating role in the day-by-day management of all ~~administrative-operational~~ matters affecting the university, insuring that the operations of the university are conducted in accordance with university policy. In addition, this officer shall administer the provisions of public laws and ~~shall formulate and administer internal policies and procedures which apply to all persons employed by the university, shall direct the provision of diverse employee services, and shall designate individuals to represent the interests of the university in collective negotiations with organized staff employee groups.~~ Furthermore, this officer ~~and~~ shall have direct oversight of public safety, ~~human resources, facilities management, housing operations, and capital projects, computing, and business services.~~

V. Executive Vice President for Finance & Administration and University Treasurer~~Senior Vice President for Finance and Treasurer~~

Under the President, the Executive Vice President for Finance & Administration and University Treasurer ~~Senior Vice President for Finance and Treasurer~~ shall be the Chief Budget and Financial Officer, and shall have responsibility for the direction of the financial management and administration of the university as distinct from its educational and academic administration. To this end, and in consultation with the ~~Executive Senior Vice President for Academic Affairs and the Executive Vice President for Strategic Planning and Operations & Chief Operating Officer~~ ~~Senior Vice President for Administration~~, this officer shall exercise the principal coordinating role in the day-by-day management of all financial and administrative matters affecting the university, insuring that the operations of the university are conducted in accordance with university policy. This officer ~~also~~ shall be responsible for the financial management of the university ~~and including the controller's operations, the budget office, the treasury operations, risk management and insurance, and, for administrative purposes only, internal audit.~~ This officer shall also have direct oversight of information technology and human resources, including formulation and administration of internal policies and procedures which apply to all persons employed by the university, directing the provision of diverse employee services, and designating individuals to represent the interests of the university in collective negotiations with organized staff employee groups.

VI. Secretary of the University

Under the President, the Secretary of the University shall be responsible for planning, coordinating and facilitating the operations of the Boards of Governors, ~~and the Board of Trustees, and shall ensure the Board of Governors and Board of Trustees -and the Rutgers-Camden Board of Directors~~ remain in compliance with all legal requirements. This officer shall provide members of the Board of Governors, ~~and the Board of Trustees and the Rutgers-Camden Board of Directors~~ with such information as they may require to fulfill their statutory responsibilities; shall advise all officers of the university in a timely manner of all actions taken by the boards which affect their respective units or areas of responsibility; and shall maintain and promulgate board and university regulations and policies. This officer shall design and produce University Commencement, as well as manage the university policy library.

In addition, this officer shall serve as the corporate secretary and have responsibility to authorize and ensure the appropriate use of the University Seal in the execution of official documents such as contracts, deeds and financial instruments and on specific documents such as diplomas or certified transcripts, honorary degrees and letters of introduction; certify signatures of executive officers of the university on official documents; accept service of legal process (lawsuits) on behalf of the university or a unit thereof.

VI. Senior Vice President and General Counsel

Under the President, the Senior Vice President and General Counsel shall have the duty to manage and supervise all legal affairs for the university; shall serve as the general legal officer of the ~~governing boards~~~~Board of Governors~~ and the university; and shall serve as legal adviser to the ~~Board of Governors~~~~governing boards~~, to the President, and to other administrative officers of the university. The Senior Vice President and General Counsel shall, in general, give advice on specific matters and represent the university and the ~~Board of Governors~~~~governing boards~~ in all legal proceedings, and shall have the responsibility and authority to designate outside counsel to fulfill these functions as needed.

The Senior Vice President and General Counsel shall also serve as the Chief Compliance Officer for the university with responsibility for policy and procedures, compliance monitoring, and enforcement. The Senior Vice President and General Counsel shall meet in executive session twice a year, or as requested, with the chair of the Board of Governors.

VII. Senior Vice President for External Affairs

Under the President, the Senior Vice President for External Affairs shall align ~~our the~~ the university's internal and external communications and outreach programs, serving as the chief advisor to the university's governing boards and administration on matters involving state, federal, and local governments, as well as New Jersey businesses, civic and community groups, and nonprofit organizations. The Senior Vice President for External Affairs' duties shall include closely aligning ~~all of our the university's~~ the university's communications, stakeholder outreach and government affairs programs keeping civic and business leaders, elected officials, and policymakers informed of Rutgers programs and their benefits; helping the university develop outreach initiatives and relationships with key leaders in all 21 counties of ~~the state; and overseeing the State Relations and Federal Relations offices as well as the~~ the University Communications and Marketing department.

VIII. President, Rutgers University Foundation and Executive Vice President for Development and Alumni Relations

Under the President, the President, Rutgers University Foundation and Executive Vice President for Development and Alumni Relations shall serve as the chief advisor to the university's governing boards and administration on matters involving fundraising and alumni programs for all three campuses. This officer is responsible for working with the President, faculty, and governing boards to raise the funds necessary to support the university's strategic initiatives. ~~His/her~~ This officer's duties shall include the planning and execution of a capital campaign, organization of the activities of the Board of Overseers, oversight of the Foundation's assets, and the development and supervision of the alumni relations program.

~~IX. Vice President for University Communications and Marketing~~

~~Under the Senior Vice President for External Affairs, the Vice President for University Communications and Marketing shall be responsible for the university's internal and~~

external communications as well as outreach programs linked to the university's strategic goals. This officer shall have direct oversight of presidential communications, media relations, publications, photography, web programs, trademark licensing, the university's visual identity system, *Rutgers Magazine*, campus information services, programming of the RU-tv campus cable network, community affairs, marketing and brand management, strategic communications, and the faculty-staff enewsletter, *Rutgers Today*. Under the University Policy 80.1-3, Purchase of External Advertising, this officer shall have direct responsibility for major advertising and marketing programs that have been designated as university priorities by the President and, his or her cabinet. This officer shall supervise the content, placement, and purchase of all Rutgers advertising with the exception of job postings, legal notices, and classified advertisements. Per resolution of the Board of Governors, the Vice President for University Communications and Marketing will create, distribute, and enforce policies, procedures, and guidelines necessary for the proper use of the Rutgers name and the implementation of a unified visual identity system.

IX. Senior Vice President for Research and Economic Development

Under the President, the Senior Vice President for Research and Economic Development shall have oversight and strategic planning responsibilities for the university's annual research expenditures as well as management of the institutional offices and resources supporting the university's research and economic development activities. This officer shall be responsible for the commercialization of research, promoting public-private partnerships and fostering interdisciplinary collaborations.

X. Chancellor of Rutgers University—Camden

The Chancellor of Rutgers University—Camden shall be the principal university officer for the Rutgers University—Camden campus with respect to academic affairs, student life, business management, campus security, capital planning and construction, and physical plant operations. In addition, the Chancellor shall be responsible for the development of collaborative and supportive relationships relevant to the Rutgers University—Camden campus (and as appropriate, Rutgers University) with local, state, national, and international constituents. The Chancellor shall provide overall policy direction for the Deans of the several schools, colleges, and faculties, and for the directors of the aforementioned administrative departments on the at Rutgers University—Camden campus; shall administer personnel policies and procedures concerning both faculty and staff of those units and shall have responsibility for the proper maintenance of their personnel records; shall direct, with the advice of Deans and directors, the planning and budgeting process for Rutgers University—Camden the campus as a whole; shall allocate resources among the several academic units and administrative departments; and shall provide general supervision of all academic and administrative affairs of and between the several units and departments, to ensure that their affairs are being carried out effectively and in accordance with the policies of the university. The Chancellor of Rutgers University—Camden shall be responsible for planning, coordinating and facilitating the operations of the Camden Board of Directors, and shall ensure the Camden Board of Directors remains in compliance with all legal requirements. This officer shall provide members of the Camden Board of Directors with such information as they may require to fulfill their statutory responsibilities; shall advise all officers of the university in a timely manner of all actions taken by the boards which affect their respective units or areas of responsibility; and shall maintain board minutes and records. The Chancellor shall be accountable to the President of the University.

XI. Chancellor of Rutgers University—Newark

The Chancellor of Rutgers University—Newark shall be the principal university officer for the Rutgers University—Newark campus with respect to academic affairs, student life, business management, campus security, capital planning and construction, and physical

plant operations. In addition, the Chancellor shall be responsible for the development of collaborative and supportive relationships relevant to ~~the Rutgers University–Newark campus~~ (and as appropriate, Rutgers University) with local, state, national, and international constituents. The Chancellor shall provide overall policy direction for the Deans of the several schools, colleges, and faculties, for the directors of independently organized research units, and for the directors of the aforementioned administrative departments ~~on the at Rutgers University–Newark campus~~; shall administer personnel policies and procedures concerning both faculty and staff of those units and shall have responsibility for the proper maintenance of their personnel records; shall direct, with the advice of Deans and directors, the planning and budgeting process for ~~the campus Rutgers University–Newark~~ as a whole; shall allocate resources among the several academic units and administrative departments; and shall provide general supervision of all academic and administrative affairs of and between the several units and departments, to ensure that their affairs are being carried out effectively and in accordance with the policies of the university. The Chancellor shall be accountable to the President of the University.

XII. Chancellor of Rutgers University—New Brunswick

The Chancellor of Rutgers University—New Brunswick shall be the principal university officer for ~~the Rutgers University–New Brunswick campus~~ with respect to academic affairs, student life, business management, campus security, capital planning and construction, and physical plant operations. In addition, the Chancellor shall be responsible for the development of collaborative and supportive relationships relevant to ~~the Rutgers University–New Brunswick campus~~ (and as appropriate, Rutgers University) with local, state, national, and international constituents. The Chancellor shall provide overall policy direction for the Deans of the several schools, colleges, and faculties, for the directors of independently organized research units, and for the directors of the aforementioned administrative departments ~~on the at Rutgers University–New Brunswick campus~~; shall administer personnel policies and procedures concerning both faculty and staff of those units and shall have responsibility for the proper maintenance of their personnel records; shall direct, with the advice of Deans and directors, the planning and budgeting process for ~~Rutgers University–New Brunswick the campus~~ as a whole; shall allocate resources among the several academic units and administrative departments; and shall provide general supervision of all academic and administrative affairs of and between the several units and departments, to ensure that their affairs are being carried out effectively and in accordance with the policies of the university. The Chancellor shall be accountable to the President of the University. Furthermore, this officer shall have direct oversight of undergraduate and graduate education, research, land grant programs, libraries, enrollment management, financial aid, student affairs, institutional research, continuing education, and schools, faculties, centers and institutes ~~on the at Rutgers University–New Brunswick campus~~.

XIII. Executive Vice President for Health Affairs and Chancellor₁—Rutgers Biomedical and Health Sciences

The Executive Vice President for Health Affairs and Chancellor₁—Rutgers Biomedical and Health Sciences shall be the principal university officer for Biomedical and Health Sciences with respect to academic affairs, student life, and business management. In addition, the Executive Vice President for Health Affairs and Chancellor shall be responsible for the development of collaborative and supportive relationships relevant to the Biomedical and Health Sciences (and as appropriate, Rutgers University) with local, state, national, and international constituents. The Executive Vice President for Health Affairs and Chancellor shall provide overall policy direction for the Deans of the several schools, colleges, and faculties, for the directors of independently organized research and clinical units, and for the directors of the aforementioned administrative departments of Biomedical and Health Sciences; shall administer personnel policies and procedures concerning both faculty and staff of those units; shall direct, with the advice of Deans and

directors, the planning and budgeting process for the division as a whole; shall allocate resources among the several academic units and administrative departments; and shall provide general supervision of all academic and administrative affairs of and between the several units and departments, to ensure that their affairs are being carried out effectively and in accordance with the policies of the university. The Executive Vice President for Health Affairs and Chancellor shall be accountable to the President of the University.