

RUTGERS POLICY

Section: 50.1.6

Section Title: Administrative Governance

Policy Name: Academic Unit Officers

Formerly Book: 1.2.3

Approval Authority: Board of Governors

Responsible Executive: Office of the Secretary of the University

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50.1.6 ACADEMIC UNIT OFFICERS

The principal officer of administration for each of the academic units of the University shall be a Dean or director.

- A. A Dean or director shall be the principal officer of each academic unit of the University; e.g., college, faculty, graduate or professional school, or independently organized institute, bureau, or center. This officer shall be charged with the supervision of the administration of that unit, to ensure that such administration is carried out in accordance with the policies of the University.
 1. Each Dean or academic director of an academic unit shall provide overall direction for the several department chairpersons and directors of degree programs in that unit and shall lead the faculty and staff of the unit in the creation and implementation of effective programs of instruction, research, service, and student life. Each Dean or academic director of an undergraduate college shall provide overall direction for the faculty or Fellows of the college and shall lead the faculty or Fellows and staff of the unit in the creation and implementation of effective programs of collegiate instruction, service, and student life.
 2. In the execution of these responsibilities, the Dean or academic director shall review the academic programs of the several departments and degree programs of the unit, as well as the student life program of the unit as a whole, and shall develop with the advice of the department chairpersons or other appropriate officers the overall asking and working budgets for the unit. The Dean or academic director shall supervise the overall personnel and budget administration of the unit, and shall be responsible for the maintenance of such personnel and fiscal records as are necessary for the proper exercise of these responsibilities.

3. In those units organized departmentally, the Dean or academic director shall be assisted by the several department chairpersons and directors of degree programs within the unit, as well as by such administrative officers, including the Dean of students, as may be approved by the President of the University upon the recommendation of the Chancellor to whom the Dean or academic director reports.
 4. The Deans of academic units and directors of independently organized research units within the same geographical area ordinarily shall report to a campus chancellor, and the educational and administrative affairs of, and between, these several units shall be supervised and coordinated by the Chancellor.
- B. Certain academic units, as designated by the President, with University-wide programs may report through their principal academic officers either to the Executive Vice President for Academic Affairs or to the Vice President for Research and Graduate and Professional Education, and the educational and administrative affairs of, and between, these several units shall be supervised and coordinated by those officers. The University Libraries shall report to the University Librarian. The New Jersey Agricultural Experiment Station shall report through its principal academic officer to the Executive Vice President for Academic Affairs.
- C. Except as otherwise provided in these Regulations, or by action of the President or the Board of Governors, other officers and departments shall report to the chief officers of their respective colleges, schools, faculties, or other administrative divisions.