

RUTGERS 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? secretary@oldqueens.rutgers.edu

1. **Policy Statement**
This policy identifies the principal officers of the university as well as their responsibilities.
2. **Reason for Policy**
To outline the reporting relationship and responsibilities of university officers
3. **Who Should Read Policy**
All members of the university community
4. **Related Documents**
Bylaws of the Board of Governors and Board of Trustees
5. **Contacts**
Office of the Secretary of the University
secretary@oldqueens.rutgers.edu
732/932-7434
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; the Senior Vice President for Administration and Chief Financial Officer; the Provost-Newark; the Provost-Camden; the Secretary of the

University; and the Vice President and General Counsel.

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 the New Brunswick/Piscataway 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 and Chief Financial Officer 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 and Chief Financial Officer, 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.

III. Executive Vice President for Academic Affairs

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

The Executive Vice President for Academic Affairs shall be responsible for the formulation and administration of university academic policy, in consultation with the Provost-Newark and the Provost-Camden (see policy 50.1.5, Campus Officers). 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. Furthermore, this officer shall have direct oversight of undergraduate and graduate education, research, university budgeting, land grant programs, libraries, enrollment management, financial aid, student affairs, institutional research, continuing education, and schools, faculties, centers and institutes on the New Brunswick/Piscataway campus.

IV. Senior Vice President for Administration and Chief Financial Officer

Under the President, the Senior Vice President for Administration and Chief Financial Officer shall be the Chief Administrative and Financial Officer and shall have responsibility for the direction of the administrative and financial management of the university as distinct from its educational and academic administration. To this end, and in consultation with the Executive Vice President for Academic Affairs, this officer shall exercise the principal coordinating role in the day-by-day management of all administrative and financial 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 shall have direct oversight of public safety, human resources, facilities management, capital projects, computing, and business services. This officer also shall be responsible for the financial management of the university including the controller's operations, the treasury operations, risk management and insurance, and, for administrative purposes only, internal audit.

V. Secretary of the University

Under the President, the Secretary of the University shall be responsible for planning and organizing the operations of the Boards of Governors and Trustees. This officer shall provide members of the Boards of Governors and Trustees with such information as they may require from time to time, or on a continuing basis, to fulfill their statutory responsibilities; shall advise all officers of the university in a timely manner of all actions taken by either Board which affect their respective units or areas of responsibility; and shall maintain and promulgate Board and university regulations and policies. This officer shall serve as the University Custodian of Records and oversee coordination of University Commencement.

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; and direct the flying of the Flag of the United States of America, the Flag of the State of New Jersey, and the Rutgers University Flag at half-staff.

VI. Vice President and General Counsel

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