GENERAL SUMMARY

The President serves as the Chief Executive Officer of the University. The position exists to provide management and control over the activities, affairs, operations, business and property of the institution. As Chief Executive Officer, it is the responsibility of the President to administer campus affairs and formulate rules and regulations consistent with the bylaws, policies and procedures of the Chancellor and Board of Trustees. It is the further responsibility of the President to interface with local, state, regional, national and international governmental and non-governmental agencies and institutions to enhance and extend the University’s programs and services to the public at large. The President reports directly to the Chancellor and through him/her to the Board of Trustees. Direct reports to the President include, and are not limited to, the Provost, Vice President for Financial Affairs and Administration, Vice President for Student Affairs, Vice President for Information Technology, Vice President for Advancement, Director of Alumni Affairs, and the Athletic Director.

KEY RESPONSIBILITIES

1. Academic Affairs – The President is responsible for the development, quality and evaluation of the academic programs at the University.

2. Student Affairs – The development and administration of a student program that includes all areas of student life is a responsibility of the President. The president is also responsible for student activities, admissions, registration and records, academic progress, counseling, housing, placement, financial aids.

3. Institutional Advancement – It is the responsibility of the President to coordinate and manage institutional development programs, both current and long range, including fund raising, public relations, alumni relations, governmental relations and related activities; to develop and maintain Campus Master Plans, Facilities Development Programs, and Capital Development Programs.

4. Financial Management – The President is responsible for the general direction of the business and financial affairs of the University including current budgetary operations, long range budget planning, and the formulation and justification of budget requests to the State.

6. General Administration – The President is responsible for the general administrative direction of all support areas of the University. This area of responsibility includes facilities operations, auxiliary services and personnel administration. The operation and maintenance of the physical plant, purchase of supplies and equipment, and the maintenance of appropriate inventories and records or real and personal property under the jurisdiction of the campus also fall within the realm of Presidential responsibility.

7. Legal Affairs – The responsibility and accountability for legal affairs and actions in all areas of the University having to do with the institution itself or its employees acting as agents for the institution also falls under the Presidential jurisdiction.

8. Recruitment – The President is responsible for identifying and recruiting academic and administrative officers responsible for the management and control of the various functions of the University.

9. Intercollegiate Athletic Affairs – The President is responsible for the general direction of the all athletic affairs related to the University. As the institution’s chief executive officer, the President has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution’s intercollegiate athletic programs. This responsibility includes having knowledge of NCAA policies and procedures applicable to University athletic activities.

MINIMUM QUALIFICATIONS

A terminal degree plus significant experience in University level teaching, research, and administration is required for this position. The incumbent must possess the ability to lead and sustain all aspects of the institution. First-hand experience in local, state, regional and federal government relations is required. In addition, the incumbent must possess academic credentials that will qualify the candidate for a tenured professorial appointment to the institution’s faculty; demonstrate knowledge of higher education issues and organizations at the national level; demonstrate understanding of the complexity of leading the institution in areas of teaching, research and service. A commitment to diversity, equity and fairness, and the promotion of academic values are essential.