CCSN Policy	Section: ACF	Number: 11
Title: Academic Officers		**Policy Effective Date:** **July 6, 2006**

Approved:

_____*Richard Carpenter*_____   *July 6, 2006*
CCSN President   Date
_____
Faculty Senate Recommendation   Faculty Senate Recommendation Unnecessary

<u>Recommended</u>   Not Recommended*   (if not recommended, reasons are set forth in a separate attached memo)

___*Darren Divine*_____   *June 30, 2006*
Faculty Senate Chair   Date

Contents:

1.   POLICY PURPOSE AND BACKGROUND
Provide for academic officers at the division, department and program levels, define duties and responsibilities, and describe evaluation processes and matrices.

2.   POLICY STATEMENT
To comply with this policy, all academic officers will engage the duties and responsibilities, and evaluation processes of their respective offices. Position announcements for vacant positions will use the job descriptions in this policy.

3.   AUTHORITY AND CROSS REFERENCES

The basis for this policy is provided in the following:

• Board of Regents Handbook Title 2, Chapter 1, section 1.5; Title 5, Chapter 1
• CCSN Policy GEN 1

Policies of the Board of Regents provide that Presidents appoint officers, faculty and staff of the College. In academics, these officers are administratively responsible and report to those designated in a line of authority for the functions and duties of their offices. They serve at the discretion of the President.

4.   KNOWLEDGE OF THIS POLICY

All executive and academic officers, faculty and appropriate staff at CCSN should be knowledgeable about this policy.

5.   DEFINITIONS

Board of Regents Policies define the term "faculty".

Academic Units: An academic unit is an organizational unit of at least one person and who reports to the Vice President for Academic Affairs (or designee). To be designated an academic unit, the group must: (a) have a separate, identifiable budget and (b) be designated an academic unit by the President and/or the Board of Regents.

Academic Department: An academic department is a subcomponent of an academic unit with an identifiable teaching and service activity. To be designated an academic department, the group of faculty must: (a) offer or administer a degree, certificate, or some other official credential of CCSN; (b) have an identifiable curriculum and formal description in current catalogs or other publications; (c) have a separate identifiable budget; (d) be designated an academic department by decision of the President and/or the Board of Regents.

Academic Officers: The Vice President for Academic Affairs (VPAA), Associate VPAA, Deans of Academic Units, Associate Deans, the Director of the Library, the Director of Distance Education, the Director of Nursing, the Director(s) of Workforce and Economic Development, the Director of CAPE, and other directors as may be constituted.

Excluded from this policy are faculty with administrative duties such as Department Chairs, Assistant Department Chairs, Program Directors, and Lead Faculty.

6.   RESPONSIBILITIES

The President:
- Final approval authority
- Implementation

Vice Presidents (List applicable VPs):
- VPAA

CCSN Faculty Senate:
- Officers and members of the Senate

CCSN Administrative Code Officer:
- Coordination, creation, review, recommendation, dissemination, and maintenance

Standing Committees:
   N/A

Coordinator:
- Review, recommendation, dissemination and maintenance

Subject Matter Expert:
- CCSN Administrative Code Officer

7. EXCEPTIONS

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s) when advised by competent legal authority that this policy or related procedure(s) is wholly or in part in conflict with laws or procedures of a superior governing body. The President shall notify the appropriate CCSN personnel of the suspension or rescission and cause any necessary changes to be made to this policy.

8. CONTACT INFORMATION

Direct questions about this policy to the following offices:

Subject	Contact
CCSN Policy Questions	CCSN Code Office (VPAA)
Writing Policies and Procedures	Member of Policy and Procedure Guidance Committee and CCSN Code Office

9. HISTORY

07/06/06 - Approved

Policy Last Updated: