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## PART 333

### COLLEGE OFFICERS AND ORGANIZATION

Sec.

#### TITLE A – CHIEF ADMINISTRATIVE OFFICER

- 333.1 Appointment
- 333.2 Responsibilities
- 333.3 Handbook
- 333.4 Annual reports

#### TITLE B – COLLEGE ADMINISTRATIVE OFFICERS

- 333.5 Designation
- 333.6 Appointment
- 333.7 Acting appointments
- 333.8 Service
- 333.9 Responsibilities

#### TITLE C – CHAIRS OF DEPARTMENTS AND DIVISIONS

- 333.10 Designation
- 333.11 Term
- 333.12 Termination of appointment as chair
- 333.13 Responsibilities

#### TITLE D – COLLEGE ADMINISTRATIVE ORGANIZATION

- 333.14 Plan

#### TITLE E – COLLEGE ADMINISTRATIVE CONFERENCE

- 333.15 Composition
- 333.16 Purpose
- 333.17 Meetings

#### TITLE A – CHIEF ADMINISTRATIVE OFFICER

##### **§ 333.1 Appointment.**

(a) There shall be a chief administrative officer of each State-operated institution of the university who shall be designated president. Presidents shall be appointed by the board of trustees after receipt of recommendations of the campus councils (or of the trustees of the College of Environmental Science and Forestry) and of the chancellor, and shall serve at the pleasure of the board of trustees. Before making its recommendations the campus council shall consult with a presidential search committee designated for such purposes by the chair of the council and

comprised of members of the various campus constituencies, including faculty, students, professional employees, administration, alumni and members of the council. Reflecting the significance of the role that faculty are expected to play in academic governance, the faculty should predominate among the noncouncil constituencies on the search committee. The chancellor, or designated representative, before making recommendations to the trustees, shall consult with the chair or other designated representative of the college council.

(b) At any time during the period of appointment, the board of trustees and the chancellor may evaluate the services of the chief administrative officer.

(c) A chief administrative officer, upon appointment, shall be appointed by the chancellor to the faculty of the university in a position of academic rank with continuing appointment.

### **§ 333.2 Responsibilities.**

The chief administrative officer of each college shall be responsible to the chancellor and the board of trustees for, and shall administer, the college for which he or she serves, and shall promote its development and effectiveness. The chief administrative officer shall supervise the members of the professional and nonacademic staff of such college and shall appoint or recommend to the chancellor and the board of trustees persons for appointment as members of the professional staff of the college. The chief administrative officer shall prepare and recommend the annual budget requests of the college and shall report and make recommendations to the chancellor and the board of trustees and the college council concerning the operation, plans and development of the college. The chief administrative officer shall make all appointments of employees to positions at the college in the classified service of the civil service of the State.

### **§ 333.3 Handbook.**

The chief administrative officer of each college shall be responsible for the preparation and publication of a college handbook, subject to the approval of the chancellor. Such handbook should include an administrative organization chart, a statement of administrative responsibilities, faculty bylaws, local policies and such other information concerning the college as he or she may deem advisable, and shall be made available to all members of the academic staff of the college.

### **§ 333.4 Annual reports.**

On or before September first of each year the chief administrative officer of each college shall make an annual report to the board of trustees, the chancellor, the college council and the faculty, for the previous year, concerning the affairs of the college and recommendations with respect thereto.

## **TITLE B – COLLEGE ADMINISTRATIVE OFFICERS**

### **§ 333.5 Designation.**

There shall be such college administrative officers for each college as may be determined by the Chief Administrative Officer of the college with the approval of the chancellor.

### **§ 333.6 Appointment.**

Appointments of all college administrative officers and professional staff not in a negotiating unit established pursuant to article 14 of the Civil Service Law shall be made by the chief administrative officer of the college; such appointments shall be reported to the chancellor. Appointment of academic officers, such as vice-president for academic affairs, academic deans and others with similar responsibilities, shall be made after consultation with the faculty.

### **§ 333.7 Acting appointments.**

Interim appointments, on an acting basis, of college administrative officers and professional staff not in a negotiating unit established pursuant to article 14 of the Civil Service Law, other than chief administrative officer, shall be made in accordance with section 333.6 of this Part.

### **§ 333.8 Service.**

Persons appointed pursuant to this Title shall serve at the pleasure of the appointing officer or body.

### **§ 333.9 Responsibilities.**

College administrative officers shall have such powers, duties and responsibilities as may be assigned by the chief administrative officer of the college.

TITLE C – CHAIRS OF DEPARTMENTS AND DIVISIONS

**§ 333.10 Designation.**

The members of the academic staff of each college in charge of the departments or divisions of such college shall be designated as chairs of such departments or divisions, which designations shall be in addition to their academic rank.

**§ 333.11 Term.**

Chairs of departments or divisions of colleges shall be designated and redesignated by the college chief administrative officer after consultation with appropriate faculty, including the department or division concerned. Such designation shall be for any period up to three years, and renewable; provided, however, that the college chief administrative officer may relieve a designee of duties as chair at any time.

**§ 333.12 Termination of appointment as chair.**

If the chair of a department or division of a college is relieved of duties as chair, that academic staff member shall retain such rights and privileges as he or she may have by virtue of academic rank.

**§ 333.13 Responsibilities.**

The chairs of departments and divisions of a college shall, in consultation with their respective faculties, be responsible to the chief administrative officer of the college for the supervision of the personnel and educational program of the departments or divisions for which they serve. They shall have such other powers, duties and responsibilities as may be assigned by the chief administrative officer of the college.

TITLE D – COLLEGE ADMINISTRATIVE ORGANIZATION

**§ 333.14 Plan.**

The chief administrative officer of each college shall prepare an organization chart of the college and an accompanying description of the powers, duties and responsibilities of the administrative officers and chairs of the departments and divisions of the college, subject to the approval of the chancellor.

TITLE E – COLLEGE ADMINISTRATIVE CONFERENCE

**§ 333.15 Composition.**

There shall be a college administrative conference of each college which shall be comprised of the chancellor, the chief administrative officer of the college and such other persons as may be designated by the chief administrative officer of the college. The chancellor, or if absent, the chief administrative officer of the college, shall be the presiding officer of each college administrative conference.

**§ 333.16 Purpose.**

Each college administrative conference shall act as an advisory and consultative body to the chief administrative officer of the college and it shall consider such matters as may be presented to it by its presiding officer.

**§ 333.17 Meetings.**

Each college administrative conference shall meet at the call of the chief administrative officer of the college.