

Appendix I

Description of Administrative Responsibilities

A. **President**

The President is the chief administrative officer of SUNY Potsdam. He/She is responsible to the Chancellor of State University and the Board of Trustees, and is directed to promote the development and effectiveness of the College and to supervise members of the classified and unclassified service. At the campus level, he/she has sole legal responsibility for appointment, reappointment, promotion, and separation from services of members of the professional staff. In addition, the President prepares and recommends the annual budget request of the College. She/He makes recommendations to the Chancellor, the Board of Trustees and the College Council concerning the operation, plans, and development of the College. The following administrative offices report to the President, Human Resources, Computing & Technology Services, Communications and Institutional Effectiveness.

B. **Provost/Vice President for Academic Affairs**

As chief academic officer, the Provost is responsible to the President for all academic programming, including academic policy, quality of classroom instruction, student advising, academic support services, campus computing and the development of special opportunities for faculty members. This responsibility includes budget preparation and the appointment, evaluation and promotion of professional personnel in the three schools (Arts and Sciences, Music, and Education and Professional Studies), the Libraries, Research and Sponsored Programs and Academic Services. With the assistance of the Deans of the three schools, the Provost acts as a liaison with the faculty on all academic matters.

C. **Dean of Students**

The Dean serves as chief student affairs officer and is responsible for Counseling, Residential Life, Student Health, University Police, Student Union, Activities and Volunteerism, Multicultural Affairs, Student Conduct and Community Standards. The Dean is responsible to the President for student life activities.

D. **Regional Chief Financial Officer (CFO)**

The CFO serves as the chief fiscal officer of the college and is responsible for the areas of Business Affairs and Purchasing.

E. **Vice President for College Advancement**

The Vice President serves as chief development officer and is responsible for Development, Alumni Relations and Community Performance Series (CPS).

F. **Vice President for Enrollment**

The Vice President serves as chief enrollment management officer and is responsible for Admissions, Financial Aid and Student Accounts.

G. **Chief Diversity Officer (CDO)**

The CDO is responsible for the campus' diversity, equity, and inclusion initiatives. Title IX, Affirmative Action, and the Center for Diversity report to the CDO.

H. **Vice President for Communications**

The Associate Vice President serves as the campus' Chief Information Officer and Chief Communications Officer with oversight of College Communications and Computing & Technology Services.

I. **Vice President for Administration & Human Resources**

The Assistant Vice President serves as the campus' Chief Human Resources Officer and oversees Physical Plant, Environmental Health & Safety, and Human Resources.