

Section 4

Board of Trustees for Fort Lewis College

Administrative Organization

The College shall be organized in accordance with the organizational chart (see Section 13 Appendix D).

The administrators of Fort Lewis College shall have the duties and obligations as hereinafter provided.

COLLEGE PRESIDENT

The President shall:

1. Serve as the chief administrative officer of the College, providing strong and visionary leadership to assure a vigorous intellectual community, advancing the goals and missions of the Institution, and in planning and development of the Institution.
2. Work and coordinate with the Board of Trustees to enhance the purposes of the Board and provide excellence in higher education in the areas served by the System.
3. Serve as a spokesperson and advocate for the College to its external constituencies.
4. Perform such duties as are designated and delegated by the Board.
5. Be responsive in directing the governmental relations activities of the campus.
6. Manage and sustain human and fiscal resources in a way that allows the Institution to accomplish its role and mission in the most effective way.
7. Provide effective leadership in raising external support, both public and private, for Institutional programs.
8. Be responsible for preparation and submission of Institutional items to the Board for matters requiring formal Board action and for matters requiring informational reports.
9. Report directly to the Board on all budget items and all budget issues. The President will be directly responsible for the preparation, presentation to the Board, and implementation of the College's budgets.
10. Shall have the duty to attend Board meetings, to report directly to the Board, and present issues for direct Board action as are required by policy as well as issues they deem necessary.
11. May be elected to the position of Deputy Secretary of the Board.

PRESIDENTIAL EVALUATION POLICY

1. Purpose

- A. Ensure that sound institutional goals are being pursued and achieved.
- B. Foster improved institutional, as well as individual, performance.
- C. Increase the legitimacy of the President's Office.
- D. Familiarize the Board with complex functions, obligations, restrictions and realities that occupy the President.

2. Guidelines

- A. The evaluation shall be conducted by the Board of Trustees.
- B. The Board will ask for input from the student and faculty representatives to the Board prior to meeting with the President to conduct the evaluation. This input shall be developed by the appropriate faculty and student executive governance body.
- C. The evaluation meeting shall be confidential verbal interaction between the Board and the President.
- D. The evaluation process will be reviewed and modified as necessary.

PRESIDENTIAL EVALUATION CRITERIA

1. Leadership, Planning, Management

- A. The ability to articulate coherent and exciting visions and core values of the Institution and to inspire others toward their fulfillment.
- B. The extent to which the President and the College's senior administrative staff are sensitive to the needs of students, faculty, and other internal and external constituents of the Institution; the quality of administrative appointments, and the effectiveness and efficiency of institutional financial, marketing, and organizational functions.
- C. The extent to which progress has been made in achieving ethnic and cultural diversity among students, faculty, staff, and administration.
- D. The extent to which both long-term and short-term objectives are accomplished within agreed upon time periods.

2. **Relationships**

The extent to which positive, supportive relationships have been established with students, faculty, community, business, legislative and executive branches of state government, and, special constituencies Board.

3. **Fund Raising**

The extent to which the President has developed and increased significant sources of external support for the institution.

PRESIDENTIAL EVALUATION PROCESS AND SCHEDULE

1. **Process**

- A. The President shall develop objectives and annual goals consistent with the criteria for evaluation.
- B. The objectives, accomplishment of prior year goals, and proposed goals shall be reviewed by the Board.
- C. The President will provide brief updates, when appropriate, on progress toward achievement of annual goals.
- D. The Board will hold an annual review with the President.
- E. The cycle will be repeated annually.
- F. Evaluation period is July 1 to June 30 annually.
- G. Reviews shall occur between August and December of each year.

2. **Faculty Input to Presidential Evaluation**

A. **Relationship With Faculty**

The extent to which the President communicates effectively with the faculty and faculty governance system and is responsive to faculty policies and concerns, on matters of curricula and academic personnel policies especially.

B. **Academic Leadership**

Effectiveness of the President in articulating academic values, the academic vision of the Institution, the centrality of the academic mission within the

Institution and to external publics, and the President's knowledge of the Institution's academic activities.

C. Academic Administration

The sense of the administrative culture and atmosphere from the faculty perspective; the extent to which the President and his senior administrators are responsive to and facilitative of faculty needs.

3. Student Input to Presidential Evaluation

A. College's Academic Effectiveness

The extent to which the President supports and promotes the academic mission, learning environment, and overall quality of students' education.

B. Physical Environment of Campus

The extent to which the President supports and promotes a safe, aesthetically pleasing, and functional campus for students to access.

C. Campus Esprit de Corps

The extent to which the President advocates and promotes the mechanisms and resources on campus to further enhance the overall student morale and college experience.

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration shall be appointed by and serve at the pleasure of the Board. The position shall be exempt from the state classified personnel system. He/she shall report to the President and serve as the chief financial officer of the College, assuming responsibility for preserving all documentation pertaining to that office.

The Vice President for Finance and Administration may be elected to the position of Deputy Treasurer of the Board and shall perform all statutory duties of that office without additional compensation.

Among other duties, the Vice President for Finance and Administration shall be responsible for representing the Board and the College in administrative and financial actions involving the State Controller, State Auditor, Office of State Planning and Budgeting, Joint Budget Committee, Capital Development Committee, and Colorado Commission of Higher Education; reviewing and compiling the College Budget and monitoring its implementation consistent with Board policies, under the general direction of the President; and performing such other duties and functions as are assigned and delegated by the Board or the President.

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Vice President for Academic Affairs shall report to the President and coordinate the academic planning and programming activities of the College.

Among other duties, the Provost and Vice President for Academic Affairs shall assist the College in achieving excellence in academic and related scholarly activities and in developing and gaining necessary approvals for undergraduate and graduate programs appropriate to the role and mission of the College.

The Provost and Vice President for Academic Affairs is responsible for overseeing the review of academic program proposals and in program review; helping the College in developing and utilizing technology in the delivery of instruction that is responsive to student needs and state expectations; responding to and developing proposals for implementation of the state and institutional quality indicator system; identifying key policy areas that require developing strategies for responses to the Colorado Commission on Higher Education; serving as the primary liaison to the Colorado Commission on Higher Education in academic and student support areas.

DIRECTOR OF INTERNAL AUDITING

The Director of Internal Auditing shall provide such assistance on auditing matters as shall be required by the Board and the College President. (For more information see Section 10.)