

SUNY PLATTSBURGH CAMPUS HANDBOOK

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BOARD OF TRUSTEES

The overall direction of the State University of New York is the responsibility of a sixteen-member Board of Trustees. The Governor appoints fifteen members: the sixteenth is the President of the Student Assembly of the State University, ex-officio, who serves as a voting member of the Board.

SYSTEM ADMINISTRATION

Functioning under the Trustees is the University's System Administration staff with offices in Albany. The Chancellor of the University heads State University System Administration.

UNIVERSITY FACULTY SENATE

The Faculty Senate, established by Article VII of the Policies of the Board of Trustees, is "the official agency through which the University Faculty engages in the governance of the University."

Purpose: The purpose of the Senate is to be concerned with effective educational policies within the University and work to improve terms and conditions of employment of the University's professional staff.

Membership: The Senate shall consist of the Chancellor of the University, two University representatives, having University-wide responsibilities, and one representative elected by each State-operated unit and contract college in numbers determined as follow elected by each unit in proportion to the size of its faculty, with a maximum of four representatives per unit. (All members have elected or appointed alternates, who serve as Senators if their counterparts are absent or unable to serve).

Officers: The Senate has two officers, elected by the Senate from among its elected members:

The President, serving a term of two years;

The Vice President/Secretary, serving a term of two years.

Committees:

Executive Committee: chaired by the President of the Senate;

Standing Committee: established by the Senate or Executive Committee as deemed advisable; chairpersons and members to be appointed by the Executive Committee and shall serve for one year.

Meetings:

The Senate shall meet at least twice a year at such times and places as determined by the Executive Committee. The Senate usually meets four times during the academic year.

Representation from Plattsburgh: University Faculty Senator

CAMPUS ADMINISTRATION ORGANIZATION

COLLEGE COUNCIL

In accordance with the provisions of the education laws and rules established by the State University of New York Board of Trustees, the operations and affairs of each state-operated institution of the State University are supervised locally by a Council. The Council shall develop and foster strong relationships between the college and local community and promote campus and university interest. The Council consisting of a ten-member board, nine members appointed by the Governor and the president of the Student Association. (See A SUNY College Council Handbook for duties and responsibilities.)

PRESIDENT OF THE COLLEGE

The President is the Chief Administrative Officer of the college and has overall legal responsibility for the operation of the college. The President is responsible to the Chancellor of State University and the Board of Trustees. Among the responsibilities assigned, the President is responsible for the preparation and recommendation of the annual college budget request and the allocation of resources. The President makes policy decisions with respect to the mission, plans, and development of the campus. The President promotes the development and effectiveness of the college through the supervision of the academic and non-academic staff and has legal responsibility for the appointment, reappointment, promotion, and separation from services of all staff members. As Chief Administrative Officer, the President assigns duties, powers, and responsibilities to other administrative and academic officers or to special committees.

Reporting directly to the President are:

Provost and Vice President for Academic Affairs
 Vice President for Administration
 Vice President for Institutional Advancement
 Vice President for Student Affairs
 Affirmative Action Officer

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The President, as chief administrative officer, has designated the Provost and Vice President for Academic Affairs as the Chief Academic Officer of the college. The Provost and Vice President for Academic Affairs is responsible for the development and coordination of the academic programs and the academic budget of the college.

The Provost is responsible to the President for:

Coordination and implementation of academic policy for the undergraduate, graduate, and research programs of the college;

Consistent application of personnel policies for academic employees, including allocation of positions, recommendations of appointments, ranks and salary levels of faculty and academic teaching professionals, recommendation of sabbatical and other leave for academic employees, recommendation of promotions, merit increases, reappointments and recommendations for continuing or permanent appointment;

Supervision of recruitment of well-qualified faculty and academic administrators;

Development, evaluation, and improvement (in conjunction with the Academic Deans) of curricula and academic support services and campus-wide academic programs;

Evaluation of faculty performance and stimulation of programs for faculty development;

Effective academic leadership in college governance including the Faculty Senate, Senate Committee on Curricula and Programs, Senate Committee on Academic Policies, Senate Committee on General Education, Senate Committee on Resources and Planning, Senate Committee on Writing Across the Curriculum, Academic Progress Committee, and numerous ad hoc groups. Service as the President's academic staff advisor on various administrative bodies such as College Council, President's Executive Staff; Cabinet; Executive Council;

Supervision of Library & Information Services

Coordination and development of the Instruction and Departmental Research portion of the college budget and the administration of the academic budget (I&DR) through the Academic Deans;

Maintenance of academic records including the official curriculum files and minutes of the departmental meetings;

Constructive liaisons with other officers of the college, particularly the Vice Presidents, Assistant to the President, Affirmative Action Officer, and Director of Admissions;

Maintenance of student academic records and functions of the Registrar's Office and Academic Advisement;

Representation of the college on academic matters to a number of constituencies within and outside of the University community in such forums as the Council of Academic;

Vice presidents, various ad hoc committees appointed within the College, regional and national higher education associations, and appropriate scholarly associations;

Assumption of duties of the Chief Administrative Officer of the college, in the absence of the President;

Such other duties as the President may assign.

Reporting to the Provost and Vice President for Academic Affairs:

Assistant Provost
 Director of Sponsored Research
 Director of Institutional Research
 Branch Campus at Adirondack Community College (ACC)
 Director of Technical Assistance Center
 Council of Institutional Programs
 Associate Vice President for Enrollment Management/Director of Admissions
 Dean of Arts and Science
 Dean of Education, Health, and Human Services
 Dean of School of Business and Economics
 Dean of Library and Information Services

VICE PRESIDENT FOR ADMINISTRATION

The Vice President for Administration has overall administrative and fiduciary responsibility for general institutional services and management of fiscal activities. The Vice President for Administration holds the position of Treasurer of College Auxiliary Services and the Plattsburgh College Foundation. In addition, the Vice President for Administration serves as the President's designee to the Research Foundation as Operations Manager. The Vice President for Administration reports directly to the President. In the absence of the President and the Provost, the Vice President for Administration acts as the Chief Administrative Officer.

Reporting to the Vice President for Administration are:

Assistant Vice President for Administration
 Budget Control Officer
 Controller
 Director of Facilities
 Director of Student Financial Services
 Executive Director of Human Resources Services
 Internal Control Coordinator
 Director of Environment, Health, & Safety
 EAP Coordinator
 Production Manager

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT/EXECUTIVE DIRECTOR FOR PLATTSBURGH COLLEGE FOUNDATION

The Vice President for Institutional Advancement is responsible for all aspects of fund raising at the College, including annual fund initiatives, capital projects, major and planned gifts and corporate and foundation relationships. The VPIA also directs advancement activities in the areas of alumni affairs, and public relations marketing. The VPIA provides overall leadership for the Office of Institutional Advancement, including maintaining a key liaison with the President of the College in implementing strategic planning initiatives; supervise, manage and coordinate advancement staff; provide direction in areas of research, identification, and cultivation of prospects. The position also serves the Plattsburgh College Foundation as its executive director. The Vice President reports directly to the President and serves as a senior officer of the College and as a member of the President's Cabinet and Executive Council.

Reporting to the Vice President for Institutional Advancement/Executive Director of Plattsburgh College Foundation:

Director of Alumni Affairs
 Director for Advancement Services
 Associate Vice President for Institutional Advancement

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs reports directly to the President and is responsible for the development and coordination of co-curricular programs for students and the student affairs budget of the college. The Vice President for Student Affairs is responsible for the operation of the Division of Student Affairs, whose staff members work closely with students in a variety of settings to provide services and to plan and direct programs designed to enhance student growth and development. The division has a set of student services goals and Student Development Goals, which provide direction for the activities of the staff members within the Division.

Reporting to the Vice President for Student Affairs:

Director of First Year Experience Programs & Retention Efforts
 Chief of University Police
 Assistant Vice President for Student Affairs/Director of Residence Life
 Dean of Students
 Director of Career Development Center
 Director of Special Programs
 Director of Intercollegiate Athletics
 Director of Health & Psychological Services

Student Service Goals:

To orient new students to the college community.
 To provide housing arrangements that are conducive to college life.
 To serve as a resource to students and student groups as they plan, organize and stage social, cultural, educational, and recreational programs and activities.
 To supervise and/or coordinate the use of facilities for student development programs.
 To provide services tailored to students with specialized needs.
 To provide appropriate physical and mental health services to students.
 To provide programs which assist students in meeting their financial obligations.
 To provide educational opportunities and programs for the greater college community consistent with the interests and abilities of student affairs staff.
 To provide students with information about the local community and to serve as a liaison for the students with the community.
 To assist students in identifying and securing employment and educational opportunities after graduation.

Student Development Goals:

To help students develop intellectual competence by providing programs which are informative and which encourage the development of critical thinking and problem solving,

and problem solving abilities.

To help students develop social and interpersonal competence by providing opportunities to work cooperatively and productively with others.

To help students develop physical and manual competence by providing programs which encourage physical and manual activity.

To provide programs which support and enhance student growth and development in the following areas:

1. establishing values
2. making decisions
3. using independent judgment
4. autonomy
5. creating self understanding
6. leadership

To help students develop appropriate behavior patterns and an understanding of the limits of personal choice in an interdependent community.

To help students develop tolerance for, and an understanding of, a wider range of people, values, cultures, and viewpoints.

To help students develop plans and programs that integrate vocations, recreational, and life-style considerations in a manner which provides direction for their lives.

To help students learn the basic principles of democratic self-governance through direct participation and experience.

ORGANIZATIONAL CHARTS

Contact the office of the Assistant Vice President for Administration for current organizational charts at 564-2539.