

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

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SUBJECT: ADMINISTRATIVE APPOINTMENTS

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PURPOSE: To define selection, evaluation, and retention of administrative positions

### GENERAL POLICY

Appointments for vice chancellors, assistant vice chancellors, directors, and department chairs follow the same procedure as appointment of faculty members, with the exception of the appointment source. With the advice of appropriate individuals, the vice chancellor appoints each assistant vice chancellor, academic department chair, or director. An administrative assignment or reassignment is the responsibility of the immediate administrative supervisor of the appointment. Tenure does not exist for administrative assignments. All appointments, assignments, or reassignments of administrative positions are subject to the approval of the Chancellor. The positions of vice chancellor, assistant vice chancellor/director, and department chair are defined below:

#### I. VICE CHANCELLORS

The vice chancellors are members of the Chancellor's Staff of the university and serve as part of the overall leadership of the university.

Administrative assignments or reassignments for vice chancellors are the responsibility of the Chancellor. Tenure does not exist for these administrative assignments, and reassignment can occur at any time. Each vice chancellor is to report on his or her performance at least annually through a conference with the Chancellor.

A thorough review and evaluation of a vice chancellor will be conducted annually by the Chancellor. This review and evaluation will be based upon data solicited from faculty, staff, students, and/or other appropriate individuals by the Chancellor. Following this review and evaluation, a decision will be made by the Chancellor regarding the continued administrative appointment of the vice chancellor.

II. DEPARTMENT CHAIRS//DIRECTORS/ASSISTANT VICE CHANCELLORS

Directors and academic department chairs are the principal administrative officers of the units/departments. Administrative assignments or reassignments for these individuals are the responsibility of the vice chancellor to whom they report, with the approval of the Chancellor. Tenure does not exist for these administrative assignments, and reassignment can occur at any time. Each director or department chair is to report on his or her performance at least annually through a conference with the respective vice chancellor.

A thorough review and evaluation of a department chair, assistant vice chancellor, or director will be conducted annually by the vice chancellor. This review and evaluation will be based upon data solicited from faculty, staff, students, and/or other appropriate individuals by the administrator doing the evaluation. Following this review and evaluation, a decision will be made by the vice chancellor regarding the continued administrative appointment of the individual.