

REGENTS' POLICY
PART II - ADMINISTRATION
Chapter 02.02 - Officers of the University

P02.02.010. Academic Administration.

The president will be responsible for the efficient and effective operation and management of the university's educational programs. The president will recommend the structure of the academic administration to be established by the board. The president will approve the appointment of the academic officers and faculty of the university unless such responsibility is delegated elsewhere in regents' policy or university regulation.

(06-06-07)

P02.02.015. Chancellors. There are created the positions of Chancellor of the University of Alaska Anchorage, Chancellor of the University of Alaska Fairbanks, and Chancellor of the University of Alaska Southeast, who will be appointed by and report to the president. Chancellors will be the chief executive officers of the unit for which the chancellor is appointed and will perform such duties as may be assigned by the president.

(06-06-14)

P02.02.017. Chief Academic Officers.

A. There is created the position of chief academic officer, who will be appointed by and report to the president. The position will oversee the university system's educational, research, and public service programs, and be assisted by the chief academic officers and research leads of the three universities. The chief academic officer shall assist the president in:

1. articulating the overall academic mission internally and externally;
2. assigning the scope and responsibility for implementation of the mission;
3. the administration and supervision of overall planning for instructional, research and creative activity, and public service programs;
4. academic development and program review;
5. advising the board on the status of current academic, research, public service, and student service programs, the need for the addition or deletion of programs, and related facilities, funding, and equipment;
6. facilitating student access to courses, programs, academic support and student services;
7. the review, revision, and administration of faculty human resource policies and procedures;
8. consulting with systemwide governance and university general counsel on matters of academic policy and university regulation;
9. diversifying and expanding external funding, the development of intellectual property, and the engagement of undergraduate and graduate students in research; and

10. consulting with the chief finance officer, the chief information technology officer, and the vice president for university relations on issues related to academics, student services, public service, and research.
- B. As chief executive officer of a university, the chancellor will appoint a chief academic officer for the university, following consultation with the president and the board in accordance with the board bylaws on university personnel. This officer will be responsible for supervision and implementation of the academic programs of the university.
- C. The university chief academic officers will also be responsible for advising the chancellors and the chief academic officer on the needs and condition of the academic programs of the universities as well as the need for the addition or deletion of programs in university service area.

(09-19-14)

P02.02.020. Chief Finance Officer.

There is created the position of chief finance officer who will be appointed by and report to the president of the university. The chief finance officer shall:

- A. advise the president, other university officers, and the board in matters related to finance and business affairs;
- B. cause the business affairs of the university to be managed in an orderly, efficient, and prudent manner, in accordance with federal and state statutes and regulations, regents' policy and appropriate other regulations, procedures, and responsible business practices;
- C. cause to be maintained a system of procedures and accounting that provides for a perpetual inventory of all permanent real and personal property, effective controls over all funds received or receivable and other assets, and a complete record of all receipts, disbursements and all other business transactions in conformity with generally accepted accounting principles and practices;
- D. cause to be maintained all records that may be required by law, contract, or other agreement;
- E. cause to be developed adequate financial statements and reports prepared in accordance with pronouncements issued by the Governmental Accounting Standards Board, the Financial Accounting Standards Board, and other applicable standards or regulations;
- F. provide for the completion of timely external and internal audits of the university's financial statements, records, receipts, and disbursements;
- G. cause to be developed such operating and capital budgets required by the state of Alaska and sound institutional practices;
- H. cause to be developed a long-term financial plan that provides for financial stability and is responsive to future university needs;

- I. cause to be maintained investment policies and strategies for all university and foundation liquid assets and oversee and report on the performance of the investment decisions;
- J. cause to be maintained an effective risk management program including insurance, general safety, environmental health and safety, loss prevention, and claims management;
- K. cause procurement and asset disposal activities to be conducted in accordance with applicable statutes, regulatory procedures and governmental practices for purposes of obtaining the best available value on a competitive basis; provide for the development of draft regents' policy and university regulation and authorize the issuance of authoritative procedures, directives, and manuals required to meet the responsibilities of the position;
- L. cause to be maintained debt financing strategies and oversee and manage all university debt in accordance with federal and state statutes and regulations and regents' policy;
- M. direct the withholding or limiting of procurement, hiring, disbursement or receipt authority for purposes of maintaining fiscal control;
- N. authorize the establishment of auxiliary service enterprises and monitor and report on the financial performance of these operations;
- O. serve as comptroller for the purposes of AS14.40.300; and
- P. perform such other duties as may be prescribed by the president.

(06-05-15)

P02.02.030. General Counsel.

There is created the position of general counsel who will be appointed by and report to the president and will serve as the chief legal officer of the board and the university. The general counsel shall:

- A. supervise and administer the legal affairs of the board and university, which will include the provision of legal services to the board and university, direction of administrative agency and judicial matters involving the board and the university, and the retention of all legal counsel on behalf of the board and the university; and
- B. perform such other duties as may be prescribed by the board or president.

(09-27-96)

P02.02.040. Chief Human Resources Officer.

There is created the position of chief human resources officer who will be appointed by and report to the president and will serve as the chief human resources officer of the university. The chief human resources officer shall:

- A. administer the university human resource program including employee relations, labor-management relations, compensation planning, faculty and staff benefits, training, and development;
- B. coordinate the development and implementation of regents' policy and university regulation regarding human resources; administer and interpret human resources policy and university regulation;
- C. be responsible for the issuance of authoritative procedures, directives, and manuals required to meet the responsibilities of the position;
- D. coordinate workforce planning;
- E. assist the board and the president in the recruitment and selection of university officers; and
- F. perform such other duties as may be prescribed by the president.

(09-27-96)

P02.02.050. Chief University Relations Officer.

There is created the position of chief university relations officer who will be appointed by and report to the president and will serve as the chief officer of the university for internal communications and external relations. Responsibilities, duties and powers of the chief university relations officer are to:

- A. be responsible for university public affairs, government relations, and development;
- B. represent the board, the president and the university with external constituencies, including local, state and federal government, news media, community and business groups and national educational public relations, government relations and development organizations;
- C. coordinate the development and implementation of systemwide policies and guidelines for the solicitation of private funds;
- D. direct systemwide fundraising activities in coordination with the campus staff and the University of Alaska Foundation; and
- E. perform such other duties as may be prescribed by the president.

(09-27-96)

P02.02.070. Chief Information Technology Officer.

- A. There is created the position of chief information technology officer, who will be appointed by and report to the president. Responsibilities, duties, and powers of the CITO are to:
1. advise the president, other university officers, and the board in matters related to information technology systems and services; be responsible for the university core information systems and services infrastructure including the integrity of data and the security of systems and services;
 2. be responsible for and coordinate the development and implementation of systemwide information technology standards subject to regents' policy and university regulation;
 3. oversee budget development, allocation coordination, and implementation of information technology capacities;
 4. represent the university with external information technology and telecommunications agencies and companies;
 5. administer and guide interpretation of regents' policy and university regulation concerning information technology;
 6. ensure effective procedures and controls for telecommunications, hardware and software purchases, and software license compliance;
 7. develop and maintain consistent measures for delivery of information technology services across the system;
 8. coordinate with the campuses for planning and adopting best practices in the management of information technologies and services; and
 9. perform such other duties as may be prescribed by the president.
- B. The CITO shall make sure procedures are in place at the appropriate level for suitable review and approval of investments in information systems and contracts for information and telecommunications services to ensure that investments are aligned with board-approved strategic plans. The CITO shall ensure review and approval is balanced with reasonable latitude for information technology acquisitions to meet unique research and academic needs.
- C. In this section, "CITO" means the chief information technology officer created in A. of this section.

(02-17-05)

P02.02.080. Strategy, Planning and Budget Officer.

There is created the position of strategy, planning and budget officer, who will be appointed by and report to the president. The strategy, planning and budget officer shall:

- A. act as top level advisor to the president, university officers, and the board on matters relating to the university's budget, strategic university organizational planning, and state accountability processes;

- B. develop in concert with the president and the chancellors the UA system operating and capital budgets required by the state, using sound institutional practices;
- C. develop recommend, and articulate to the Board of Regents and the Alaska Legislature a long-term strategic and corresponding financial plan which provides annual budget financial stability and is responsive to future university fiscal forecasts;
- D. maintain a system of planning, analysis, performance assessment, state legislative liaison, and accountability processes that result in effective alignment of UA institutional resources and activities with board strategic direction;
- E. maintain systemwide management information and reporting in support of national and state accountability expectations, strategic planning, and decision-making processes;
- F. create a strategic and operational planning team consisting of the Offices of State Relations, Facilities and Land Management, and Institutional Research and Analysis as direct reports, closely coordinating with others who will support the office on a priority basis whenever necessary, such as the Offices of the Comptroller and Public Affairs. The strategy, planning and budget office will work with the vice president for academic affairs and research on strategic direction (such as Shaping Alaska's Future) and other initiatives that require resourcing a systemwide approach and/or budgeting/accounting/analysis expertise, so as to facilitate systemwide decision-making and implementation;
- G. cause to be maintained a comprehensive development program for all investment lands, including endowment and trust properties;
- H. the office will research, compare, and contrast various models, university funding initiatives, and related institutions with alternatives and peers; and
- I. perform other duties that may be prescribed by the president.

(06-05-15)

P02.02.090. Chief Administrative Officer.

There is created the position of chief administrative officer, who will be appointed by and report to the president. The chief administrative officer shall advise the president, university officers, and the board and oversee systemwide operations in the areas of finance, human resources, facilities, risk management, land management, procurement, investment, and internal audit. This authority may be delegated to appropriate MAU officers.

(06-06-07)