

## Chapter 3335-3 Administration

### **3335-3-15 Chief information officer-1 President.**

- (A) The president shall be the chief executive officer- of the Ohio State University subject to the control of the board of trustees (BOT). Duties, authority and rights are as specified in the BOT bylaws 3335-1-03(A).

~~Subject to the direction of the executive vice president and provost, the principal duties of the chief information officer shall be the leadership throughout the university with respect to information technology. These duties shall include but not necessarily be limited to: management and oversight of the office of information technology; oversight of strategic visioning and planning with respect to information technology, including planning to leverage technology to better benefit and enhance the academic environment, and the implementation of action plans to advance IT throughout the university; leadership in transitioning the university from decentralized IT governance, infrastructure, and operational environment to a more unified and balanced approach; working collaboratively with all university IT constituencies to develop and implement integrated and appropriately placed standards, policies, and procedures; leadership to ensure that the university has world class security with respect to data, infrastructure, and servers; and other projects and duties that may be assigned from time to time by the executive vice president and provost.~~

~~(Board approval date: 7/11/2008)~~

### **3335-3-16 University Treasurer.**

~~Subject to the direction of the~~

- (B) Any responsibility of the president may be delegated to any other member of the faculty or staff of the university, subject to any BOT limitations. The president will retain final authority and responsibility for administration of the university. Delegation of major areas shall be in writing to the BOT before implementation as specified in BOT bylaw 3335-1-03[E].
- (C) The president shall designate a president's planning cabinet. The cabinet shall provide advice and counsel to the president, to discuss, deliberate and serve as the primary decision-making body on major university policies, information sharing, and other roles as the president shall determine, as specified in BOT bylaw 3335-1-03[F].
- (D) **Principal administrative officials** shall include the members of the president's cabinet, the deans of the colleges and the dean and directors of regional campuses and their designated staffs, the dean of the university libraries, chairs of academic departments, directors of schools and academic centers, and such other administrative officials as determined by the president, as specified in BOT bylaw 3335-1-03[G].

### **3335-3-2 Executive vice president and provost.**

- (A) The provost shall be the chief operating officer of the university. Under the direction of the president, the provost is responsible for oversight of all academic programs, instructional affairs and faculty affairs of the university. Duties, authority and rights are as specified in BOT bylaw 3335-1-03(B).
- (B) Any responsibility of the provost may be delegated to any other member of the faculty or staff of the university, subject to any university limitations. The provost will retain final authority and responsibility for operations of the university. Delegation of major areas shall be in writing to the president before implementation.
- (C) The provost shall designate a senior management council. The council shall provide advice to the provost, discuss, deliberate and serve as the primary decision-making body on academic or university policies and other roles as the provost shall determine. The provost shall chair a council of deans as proscribed in rule 3335-3-22.

**3335-3-3 Senior vice president for business and finance** ~~and chief financial officer, the principal duties of the university treasurer shall be as follows:~~

- ~~(A) — Receive such moneys as, in accordance with law, are not to be deposited with the state treasurer;~~
- ~~(B) — Have charge and custody of, and be responsible for all university funds, securities, and other financial instruments of the university, including investment of operating and agency funds in accordance with the investment policy approved by the board of trustees; receive and give receipts for moneys due and payable to the university from any sources whatsoever; deposit all such moneys in the name of the university in such banks, trust companies or other depositories of the university; be responsible for the accuracy of the amounts of and cause to be preserved proper vouchers for all moneys disbursed;~~
- ~~(C) — Keep, or cause to be kept, in the treasurer's office at the university, correct records of the financial affairs of the university, and exhibit such records to any member of the board, the president, or~~ The senior vice president (SVP) for business and finance ~~and~~ **shall be the** chief financial officer ~~upon request at such office;~~
- ~~(D) — In accordance with section 3335.05 of the Ohio Revised Code, give bond, payable to of the university. Under the statedirection of Ohiothe president, is responsible for the useadministration of the university, in such sum as the board shall determine:~~
  - ~~(1) — For the safe keeping of all university funds,~~
  - ~~(2) — For the payment of same in accordance with the rules of the board, and~~
  - ~~(3) — For the faithful discharge of his or her duties as treasurer.~~

~~Such bond shall be signed by a surety company authorized to do university's business in the state of Ohio, and the premium thereon shall be paid by the university. Such bond shall be approved by the attorney general and filed with the secretary of state, financial and administrative operations. Duties, authority and rights are as specified in BOT bylaw 3335-1-03(C).~~

~~Perform such other duties as from time to time may be assigned to him or her by the senior~~ **3335-3-4 Vice President.**

A vice president ~~for business~~ shall report to the president or the executive vice president and ~~finance~~ provost and shall be selected in accordance with BOT procedures.

### **3335-3-5 Vice Provost.**

A vice provost shall report to the executive vice president and provost and shall be selected in accordance with university procedures.

### **3335-3-6 Executive Vice President and Chancellor.**

- ~~(E) — The chancellor shall be the chief financial~~ executive officer.

~~(Board approval date: 7/11/2008)~~

### **3335-3-18 Director of libraries.**

- ~~(A) — The director of libraries~~ the Wexner Medical Center and shall be appointed by the ~~board of trustees~~ upon nomination of the president. ~~Before making this nomination the president shall confer with the executive vice president and provost who, in turn, shall confer with representatives of the~~

~~faculty of the university libraries and with the council on libraries and information technology.~~

- (B) ~~The director of libraries shall have the responsibility and authority for administering the university libraries under the jurisdiction of that office and the university archives. In the discharge of library duties the director shall be guided by the policies established by the council on libraries and information technology (see rule 3335-5-48.2 of the Administrative Code). The director shall report to the president through the executive vice president and provost.~~

~~Without limiting the generality of the foregoing, the director shall evaluate continuously the administrative and operating practices of the university libraries under the jurisdiction of that office and the university archives, and lead in the study of methods~~Wexner Medical Center Board of Trustees. ~~Duties, authority and rights are as specified in improving them; recommend appointments, promotions, and dismissals under the rules of the university; and prepare for the approval of the executive vice president and provost's annual recommendations for the budgets for personnel and for archives and library materials.~~the bylaws of the medical staff.

(Board approval dates: 4/4/1997, 12/4/1998, 6/7/2005)

### **3335-3-19—University registrar.**

~~Subject to the direction of the executive vice president and provost, the principal duties of the university registrar shall be the supervision of the details of registration, records, and scheduling which shall include: distribution of registration forms; distribution of approved schedules; fee assessments and adjustments; record of fee payments; maintenance of current semester, summer term, or session schedules; maintenance of home or permanent addresses, name and address of person(s) to be notified in case of emergency, local addresses and the respective telephone numbers of all currently enrolled students; the posting of semesters, summer terms, and sessions of attendance; the posting of all courses and respective marks; recording of all probations and dismissals; recording of withdrawals; recording of all degrees earned and dates; recording of all past names and other demographic data; the distribution of the official student records to include the proper confidentiality safeguards; scheduling of classroom space, classes, and final examinations; offering placement testing, admission testing, test scoring services, a mechanism for student evaluation of teaching, and coordination of the credit by examination programs; other routine duties associated with the registration, records and scheduling of students; and special projects and duties that may be assigned from time to time by the executive vice president and provost.~~

(Board approval dates: 7/12/1991, 4/4/1997, 12/4/1998, 12/4/2001, 5/14/2010)

### **3335-3-20—Vice president for strategic enrollment planning.**

~~Subject to the direction of the executive vice president and provost, the principal duties of the vice president for strategic enrollment planning shall be as follows:~~

- (A) ~~Direct the administration of admission and financial aid policies duly established by the appropriate faculty bodies.~~
- (1) ~~Exceptions to such policies shall be made only in accordance with recommendations of the dean or the director of the college, school, or division involved.~~
- (2) ~~A special student not seeking a degree must be approved for admission by the dean or the director of the college, school, or division concerned.~~
- (B) ~~Receive, evaluate, and maintain all certificates and transcripts presented by or on behalf of applicants for admission to the university or for credit in any course. Receive, evaluate and maintain all student financial aid applications.~~
- (C) ~~Issue all official notices of admission to applicants and certify the validity of transfer credits to the~~

~~director of registration and records and to the secretary of the college, school, or division involved. Issue notices of financial aid to students.~~

- ~~(D) — Transfer students upon request from one college, school, or division in the university to another, but only in accordance with policies established by colleges, schools, or divisions involved.~~
- ~~(E) — Conduct the official correspondence of the university on all matters connected with the admission of students, and student financial aid.~~
- ~~(F) — Perform other routine duties associated with the admission process of students.~~
- ~~(G) — Administer all aspects of student financial aid, including scholarships, loans, grants, and work study.~~
- ~~(H) — Engage in special projects or duties as may be assigned from time to time by the executive vice president and provost.~~

~~(Board approval dates: 7/12/1991, 2/4/1993, 4/4/1997, 6/18/2010)~~

### **3335-3-21 3335-3-7 Vice president and director of athletics.**

- (A) The ~~assistant~~senior vice president and director of athletics shall be appointed by and responsible to the president. The athletic council (see rule 3335-5-48.5 ~~of the Administrative Code~~) shall also be consulted in the appointment of the athletic director.
- (B) Under policies established by the athletic council, the vice president and director of athletics shall administer the intercollegiate athletics program subject to the direction of the president ~~and his or her designee~~their designee.
- (C) The athletic physical plant shall be under the concurrent jurisdiction of the department of athletics and the office of physical facilities. Athletic physical plant employees shall be under the jurisdiction of the department of athletics, which in consultation with the office of physical facilities shall be responsible for all normal maintenance and repairs. Major remodeling, renovation, construction, and other capital improvements shall be undertaken only with the prior approval of, and under the direction of, the office of physical facilities.

(Board approval dates: 12/4/1998, 3/5/2003, 7/11/2008, 4/8/2016)

### **3335-3-22 Council of deans.**

- (A) The executive vice president and provost, the deans of the colleges, the executive dean of the college of arts and sciences, the senior vice president for business and finance ~~and chief financial officer~~, the vice president for research, the dean of the graduate school, the deans and directors of the regional campuses, the dean for undergraduate education, and the ~~director~~dean of libraries shall comprise the council of deans of the university. The executive vice president and provost shall be chair of the council.
- (B) The council of deans shall meet on the call of the chair. The council of deans shall serve as an advisory council to the president.

(Board approval dates: 10/5/1973, 2/2/1979, 4/3/1981, 7/9/1982, 3/2/1984, 12/5/1986, 11/2/1990, 5/3/1996, 4/4/1997, 12/4/1998, 10/1/1999, 5/7/2004, 6/7/2005, 2/1/2006, 2/11/2011)

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## **Chapter 3335-3 Administration**

**3335-3-1 President.**

- (A) The president shall be the chief executive officer of the Ohio State University subject to the control of the board of trustees (BOT). Duties, authority and rights are as specified in the BOT bylaws 3335-1-03(A).
- (B) Any responsibility of the president may be delegated to any other member of the faculty or staff of the university, subject to any BOT limitations. The president will retain final authority and responsibility for administration of the university. Delegation of major areas shall be in writing to the BOT before implementation as specified in BOT bylaw 3335-1-03[E].
- (C) The president shall designate a president's planning cabinet. The cabinet shall provide advice and counsel to the president, to discuss, deliberate and serve as the primary decision-making body on major university policies, information sharing, and other roles as the president shall determine, as specified in BOT bylaw 3335-1-03[F].
- (D) **Principal administrative officials** shall include the members of the president's cabinet, the deans of the colleges and the dean and directors of regional campuses and their designated staffs, the dean of the university libraries, chairs of academic departments, directors of schools and academic centers, and such other administrative officials as determined by the president, as specified in BOT bylaw 3335-1-03[G].

**3335-3-2 Executive vice president and provost.**

- (A) The provost shall be the chief operating officer of the university. Under the direction of the president, the provost is responsible for oversight of all academic programs, instructional affairs and faculty affairs of the university. Duties, authority and rights are as specified in BOT bylaw 3335-1-03(B).
- (B) Any responsibility of the provost may be delegated to any other member of the faculty or staff of the university, subject to any university limitations. The provost will retain final authority and responsibility for operations of the university. Delegation of major areas shall be in writing to the president before implementation.
- (C) The provost shall designate a senior management council. The council shall provide advice to the provost, discuss, deliberate and serve as the primary decision-making body on academic or university policies and other roles as the provost shall determine. The provost shall chair a council of deans as proscribed in rule 3335-3-22.

**3335-3-3 Senior vice president for business and finance.**

The senior vice president (SVP) for business and finance shall be the chief financial officer of the university. Under the direction of the president, is responsible for the administration of the university's business, financial and administrative operations. Duties, authority and rights are as specified in BOT bylaw 3335-1-03(C).

**3335-3-4 Vice President.**

A vice president shall report to the president or the executive vice president and provost and shall be selected in accordance with BOT procedures.

**3335-3-5 Vice Provost.**

A vice provost shall report to the executive vice president and provost and shall be selected in accordance with university procedures.

**3335-3-6 Executive Vice President and Chancellor.**

The chancellor shall be the chief executive officer of the Wexner Medical Center and shall be appointed by the Wexner Medical Center Board of Trustees. Duties, authority and rights are as specified in the bylaws of the medical staff.

**3335-3-7 Vice president and director of athletics.**

- (A) The senior vice president and director of athletics shall be appointed by and responsible to the president. The athletic council (see rule 3335-5-48.5) shall also be consulted in the appointment of the athletic director.
- (B) Under policies established by the athletic council, the vice president and director of athletics shall administer the intercollegiate athletics program subject to the direction of the president or their designee.
- (C) The athletic physical plant shall be under the concurrent jurisdiction of the department of athletics and the office of physical facilities. Athletic physical plant employees shall be under the jurisdiction of the department of athletics, which in consultation with the office of physical facilities shall be responsible for all normal maintenance and repairs. Major remodeling, renovation, construction and other capital improvements shall be undertaken only with the prior approval of, and under the direction of, the office of physical facilities.

(Board approval dates: 12/4/1998, 3/5/2003, 7/11/2008, 4/8/2016)

**3335-3-23 Council of deans.**

- (A) The executive vice president and provost, the deans of the colleges, the executive dean of the college of arts and sciences, the senior vice president for business and finance, the vice president for research, the dean of the graduate school, the deans and directors of the regional campuses, the dean for undergraduate education, and the dean of libraries shall comprise the council of deans of the university. The executive vice president and provost shall be chair of the council.
- (B) The council of deans shall meet on the call of the chair. The council of deans shall serve as an advisory council to the president.

(Board approval dates: 10/5/1973, 2/2/1979, 4/3/1981, 7/9/1982, 3/2/1984, 12/5/1986, 11/2/1990, 5/3/1996, 4/4/1997, 12/4/1998, 10/1/1999, 5/7/2004, 6/7/2005, 2/1/2006, 2/11/2011)

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