

# PRESIDENT'S OFFICE AND ADMINISTRATIVE STRUCTURE

BOT 2.1 - 2.6

**Date of Last Update:**

February 18, 2022

**Approved By:**

- Board of Trustees

**Responsible Office:**

Office of General Counsel

## POLICY STATEMENT

**2.1 President's Appointment and Duties.** The conditions of appointment, duties, and authority of the President may be found in [Article VI of the Bylaws](#) of the Board of Trustees.

**2.2 Organization.** In implementing the executive role, the President will develop an administrative organization consistent with the following principles.

**2.2.1** Functions, tasks, and/or activities, whether continuing or nonrecurring, will be delegated to responsible individuals or groups as circumstances may dictate.

**2.2.2** Authority commensurate with the responsibility will be delegated to ensure accomplishment of work objectives, including contract authority consistent with Board policy.

**2.2.3** Lines of authority will be established to ensure accountability, although ultimate responsibility remains with the President.

**2.2.4** The resulting organization will be continuously evaluated in terms of overall effectiveness, efficiency, and performance relative to reasonable objectives.

**2.2.5** The President oversees all areas of activity within the institution, aided by the eight vice presidents: the Provost/Executive Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Finance and Administration, the Vice President for University Relations, the Vice President for Development, the Vice President for Inclusion and Equity/Chief of Staff, the Vice President for Enrollment

Development, and the Vice President for Information Technology and Chief Digital Officer. The General Counsel is a member of the President's leadership team.

A chart of the current [organizational structure](#) with executive officer assignments shall be maintained by the President's Office.

**2.3 Assignments in the [President's Office](#).** The President reserves the right to line authority over certain University matters. The numbers of these matters are not fixed and may vary over time depending upon institutional needs. The President's Office will have staff directly responsible for one or more of these matters.

**2.4 Legal Affairs.** Within the President's Office, the Office of General Counsel is responsible for proactively supporting the university's mission through development of sound legal practices, provision of legal advice and assistance, and assurance that all legal affairs of the university are properly handled through effective risk management. This office shall be the coordinating office for Freedom of Information Act requests.

The President or designee will contract for any legal services that may be necessary in the conduct of the affairs of the University, which includes the President's authority to institute such legal proceedings as may be necessary for the proper conservation of assets or the protection of interests of the University. The coordination of these services will be in one administrative office to ensure maximum efficiency

**2.4.1 Indemnification.** It is the policy of Grand Valley State University to support its Board members, offices, faculty, and staff in the reasonable and proper performance of their official duties, and to support students and volunteers when performing services on behalf of or under the direction of the university. Should university personnel become involved in litigation because of such duties, the university will assume their defense, provide legal counsel, and satisfy resulting judgments against them.

**2.5 Educational Innovation and School Services.** The University has a long-standing tradition and commitment to providing quality education for students. As part of this mission, the Board of Trustees seeks to impact public K-12 education by fostering choice in K-12 education through the authorization of charter schools. Educational Innovation and School Services includes the charter schools office that enhances student learning by providing regulatory oversight, and support to the charter schools authorized by the University; and, GV NextEd Accelerator that accelerates new, sustainable initiatives that impact the broader educational community.

**2.6 Employee Ombuds.** The Employee Ombuds Office offers confidential voluntary services to help faculty and staff create and maintain a positive working environment, including

exploring options, communication and conflict coaching, group facilitation and feedback to campus leaders regarding systemic issues.

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