

CR 2.3 - Chief Executive Officer

The institution has a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board. (*See Commission policy Core Requirement 2.3: Documenting an Alternate Approach.*)

Compliance Finding: In Compliance

Narrative:

The University of South Carolina System, at times also referred to as the Carolina System, consists of the component campus units described in Article I, Section 4 of the Board of Trustees Bylaws [\[i\]](#). Each four-year senior campus with the exception of the Columbia campus shall be administered by a Chancellor who report directly to the President of the University of South Carolina System. The President in turn reports to the Board of Trustees and its Ex-Officio Chairman, the Governor of South Carolina. The authority and duties of the President of the USC System are detailed in the Board of Trustees Bylaws Article XI, Section 2 [\[ii\]](#).

Authority and Responsibilities of the Chancellor

The Chief Administrative Officer for the University of South Carolina Beaufort is the Chancellor, Jane T. Upshaw, Ph.D. Full authority and responsibility for the USC Beaufort campus lies with the Chancellor. As stated in the Board of Trustees Bylaws Article XI, Section 3 [\[iii\]](#), The Chancellors shall be the chief administrative officers of their respective campuses and shall have full authority to administer campus affairs and to formulate and issue regulations and orders not inconsistent with the Board of Trustees Bylaws, rules, policies, and procedures of the Board of Trustees and the President. They shall be responsible for the participation of their campuses in the overall planning, resource allocation and program evaluation of the University System. The Chancellors shall report directly to the president who in turn reports to the Board. Within the general authority granted by the Board and the President, the Chancellors shall perform duties and responsibilities including but not limited to the following:

- As the administrative head of a campus, bear responsibility to the Board through the President for the effective execution of all laws relating to the University of South Carolina System; all resolutions, policies, rules, and regulations adopted by the Board for the administration and operation of the University System and for the governance of all of its campuses; and all policies, rules, regulations, directives, and memoranda issued by the President. Each Chancellors discretionary powers shall be broad enough to enable him to meet his extensive responsibility to the University and to the applicable local higher education commission. Each Chancellor shall be the official medium of communication between the President and all personnel of his campus.
- Bear primary responsibility for all of the factors that contribute to the quality of academic (teaching, research, and public service) and support programs of the campus. Such factors include the general supervision of all campus faculties, the allocation and utilization of available resources within the campus, and any and all matters related to the welfare of the campus.

- Bear responsibility for the general supervision of all relationships between students and the various levels of campus administration. Such supervision includes but is not limited to admissions, registration and records, academic progress and advising, counseling, housing, scholarships and financial aids, student activities and services, placement, foreign students, and the evaluation and certification of academic credit from other institutions.
- Bear responsibility for the financial management of the campus and its component parts in conformity with University management policies and practices. This function shall include but is not limited to the preparation of budgets, maintenance of financial records and accounts for activities of the campus, the receipt and expenditure of all campus funds, and preparation of required financial reports.
- Bear responsibility for personnel administration including employment and termination, wage determination, and condition of employment within prescribed policies for all employees except those positions requiring action by the President and in those cases he shall make recommendations to the President.
- Bear responsibility for operation and maintenance of the physical plant, purchase of supplies and equipment, and the maintenance of appropriate inventories and records of real and personal property under the jurisdiction of the campus.
- Bear responsibility for fund raising, intercollegiate athletics, auxiliary enterprises, and alumni activities.
- Bear responsibility for cooperating closely with the local higher education commission on all matters pertaining to the applicable campus and strive, where possible within established University System policy, to make the campus responsive to local preferences and priorities.
- Whenever practicable, attend all meetings of the Board and keep the chairman of the local higher education commission apprised of the schedule of such meetings and of the Board's standing invitation for a representative of the local commission to attend such meetings."

The Chancellor serves on the statewide Council of Presidents. Other than those responsibilities delineated above, the Chancellor of USC Beaufort does not have other employment duties and responsibilities.

Organizational Charts

The USC System Organizational Chart [\[iv\]](#) shows the reporting lines from the Board of Trustees, to the President, and from the President to the Chancellors of the senior campuses. The USC Beaufort Organizational Chart [\[v\]](#) shows the reporting lines from the Board of Trustees to the President, from the President to the Chancellor, and from the Chancellor to the senior administration at USC Beaufort. The lines of authority and reporting relationships are as follows:

- The Chancellor is the Chief Executive Officer of the institution. The Vice Chancellors, the Associate Chancellor for Community Outreach, the Director of Athletics Development, and the Chief Information Officer report directly to the Chancellor.
- The Executive Vice Chancellor for Academic Affairs (EVCAA) is the Chief Academic Officer of USC Beaufort and has authority to act on behalf of the Chancellor in his/her absence. The eight academic departments, department chairs, and faculty report to the EVCAA. Critical support units including the Center for Excellence in Collaborative Learning, Center for Instructional Technology Academic Resources, Grants, Institutional

Effectiveness and Research, Libraries, Registrar Advising, Sea Islands Institute, Pritchards Island Research Staff, and the QEP Director report to the EVCAA.

- Admissions, Career Disability Services, Financial Aid and Veterans Affairs, Housing and Judicial, Military Programs, Student Life, and TRIO/Opportunity Scholars program report to the Vice Chancellor for Student Development.
- Auxiliary Services (Bookstore and Cybercafe'), Bursar Facilities and Maintenance, Human Resources, Procurement, and Public Safety report to the Vice Chancellor for Finance and Operations.
- Communication and Marketing, and Development Alumni Affairs report to the Vice Chancellor for Advancement.
- At-Risk Family Initiative, Continuing Education, Sea Pines Company Continuing Medical Education, and Osher Lifelong Learning Institute report to the Associate Chancellor for Community Outreach.
- Baseball, Golf, and Cross Country report to the Director of Athletics Development.
- Audio Visual Support, Desktop Support, Help Desk, Network Manager, Server Manager, and Telecommunications report to the Chief Information Officer

Search Procedure for the Chancellor

Each four-year senior campus of the University of South Carolina system is administered by a Chancellor who reports directly to the President of the University of South Carolina System. USC Policy Procedures ACAD 1.01 [\[vi\]](#) requires that "The next highest administrative office will be responsible for constituting search committees" Therefore, the President directs the search committee for the Chancellor. The search committee is comprised of representatives of the campus faculty, staff and other administrative personnel within the USC system. The USC Beaufort Faculty Manual [\[vii\]](#) provides for the inclusion of faculty through an appropriate committee to have input on the selection of the Chancellor.

In 2002, USC Beaufort received approval for admission change and a change in status from a two-year, associate-degree-granting institution to a four-year, baccalaureate-degree-granting institution. As a two-year institution the chief executive office was Dean Jane T. Upshaw. When USC Beaufort became a four-year, senior campus in the USC System, Dr. Upshaw was promoted from Dean to Chancellor of USC Beaufort. The Chancellor's position description [\[viii\]](#) describes the job purpose, essential functions, supervisory duties, and the knowledge, skills, and expertise required for the USC Beaufort Chancellor.

Policies and Procedures Manuals

The USC Policies Procedures Manual [\[ix\]](#) serves as the definitive and single governing manual for the entire University of South Carolina System, including USC Beaufort. The USC Beaufort Policies Procedures Manual [\[x\]](#) is comprehensive document that includes all administrative policies and procedures related specifically to USC Beaufort.

Supporting Documentation

[i](#) [USC Board of Trustees Bylaws Carolina System](#)

<u>ii</u>	<u>Board of Trustees Bylaws Duties of USC System President</u>
<u>iii</u>	<u>Board of Trustees Bylaws Duties of the Chancellors</u>
<u>iv</u>	<u>USC System Organizational Chart</u>
<u>v</u>	<u>USC Beaufort Organizational Chart</u>
<u>vi</u>	<u>USC Policy and Procedures Manual ACAF 1.01</u>
<u>vii</u>	<u>USC Beaufort Faculty Manual</u>
<u>viii</u>	<u>Chancellor's position description</u>
<u>ix</u>	<u>USC Policy and Procedures Manual</u>
<u>x</u>	<u>USC Beaufort Policies Procedures Manual</u>