

## FACULTY HANDBOOK

### CHAPTER II

#### PRINCIPLES OF ADMINISTRATION

##### 200. ADMINISTRATIVE PRINCIPLES

The University and the faculty subscribe to the [Statement on Government of Colleges and Universities](#) jointly formulated by the [American Association of University Professors](#), the [American Council on Education](#), and the [Association of Governing Boards of Universities and Colleges](#) (Winter, 1966, updated April 1990). (See [Appendix B](#).)

##### 201. DELEGATION AND RESPONSIBILITY

Because of the complexities and the great number of decisions that must be made, it is necessary to function under agreed-upon patterns of delegation of authority and responsibility.

The law and the policies of the [Chancellor](#) and Trustees place the [President](#) of the University in a unique position. The President is accounted as legally responsible for all actions in the domain of the responsibility of the local institution, and this responsibility cannot be delegated.

The quantity of decision making that is required precludes the possibility of the President making every decision because of the need to function with the character of professional administration. Thus, certain decision-making authority is delegated to those immediately responsible to the President and, in turn, certain decision-making authorities are delegated from each level to the next lower level.

This delegation of authority from one level to another is specifically indicated. The authority to make decisions is delegated in terms of agreed-upon principles and procedures explicitly stated and, when this has occurred, the action taken is the University decision and not a recommendation to the higher level. Appeal from such decisions is based on new evidence, on violation of the agreed-upon policy or procedure, or upon evidence of unfairness or bias.

There are also matters to which authority is not delegated. In these cases, there is a pattern of recommendation from one level to the next higher, with a clear understanding that action is not to be taken until approval of the next higher level is given.

The basis of such matters rests in approved policy and procedure documents and memoranda. The delegation and responsibility so defined are subject to recurring review and modification.

##### 202. UNIVERSITY POLICY

University policy is established by the President or designee in accord with established legislation, actions of the [Board of Trustees](#), and as implemented by directives from the [Office of the Chancellor](#). In the establishment of policy, the President relies on the consultative process. Major bodies consulted are the [University Senate](#), and a variety of committees that are advisory to the President or to the [Provost](#) or Vice Presidents. The President normally announces policy by means of an [executive memorandum](#) which is distributed to all faculty and staff.

##### 203. UNIVERSITY POLICY RECOMMENDATIONS – UNIVERSITY SENATE

The development of University policy recommendations is a major function of the [University Senate](#).

Proposals may be made through recommendations of the established committees or through communication from any member of the General Faculty to the Chair of the University Senate. Policy recommendations also reach the President for final action through other avenues; those of concern to the faculty are referred by the President to the University Senate.

University Senate procedures foster the use of the wide spectrum of viewpoints that characterizes the faculty as the policy statement is being developed. An appropriate standing committee of the University Senate gives the matter focused attention. Provision is made for those members of the faculty whose interest is more deeply involved to present their views. The University Senate itself functions to reach a consensus that reflects the views of the group as a whole, and generally it moves to formal action only when that consensus is evident.

Although the actions of the University Senate on policy matters become recommendations to the President, the membership of the President and designated vice presidents on the Senate is to assure that administrative points of view and administrative considerations will be entered into the dialogue as the policy statement develops.

#### **204. COMMUNICATIONS OUTSIDE THE UNIVERSITY**

Written communications from the University to the [Office of the Chancellor](#) are addressed to the Chancellor, or to the appropriate vice chancellor or assistant vice chancellor, with a copy to the Chancellor. Such communications are sent or forwarded by the President. However, communications involving operations in accordance with previously agreed upon policies may be sent directly to designated staff members in the Office of the Chancellor by appropriate University officials. In situations of this type a copy to the Chancellor is not required, but a copy is sent to the President.

All communications from the campuses to the Trustees that relate to the CSU business are sent through the Chancellor.

Requests for legal aid from the [Office of the General Counsel](#), in the legal department of the Office of the Chancellor, should be directed to the appropriate vice president and not sent directly to either the Office of the Chancellor or the attorney in that office.

Judicious caution should be exercised in responding to individual requests for information. Inquiries about student grades should be referred to the [Office of Enrollment Management](#), specific salary information should be referred to the [Human Resources Office](#), and inquiries from the media should be referred to [Marketing and Communications](#). In terms of requests for information about a faculty or staff member, in no case should such information be given without the specific written permission of the individual concerned.

#### **205. DISSEMINATION OF INFORMATION**

Information of official actions of the officers of the University is reported in various ways. The following is a list of the more important sources of news and official items, some of which appear on the HSU web page:

1. [Executive Memoranda](#), which are issued by the President, and [Administrative Memoranda](#), which are issued by the vice presidents, have the force of regulation when the content so indicates.
2. Minutes of the [University Senate](#), the [University Curriculum Committee](#), and other standing and ad hoc committees.

#### **206. ADMINISTRATIVE REORGANIZATION**

Reorganization of the administrative structure of the University is effected following careful study and with consultation of all offices, agencies, and levels concerned. Although the University Senate develops guidelines for such reorganization and is kept informed, the Office of the President coordinates the reorganization developments.

#### **207. EXTERNALLY FUNDED GRANTS AND CONTRACTS**

The [Humboldt State University Sponsored Programs Foundation](#) (HSU SPF) is the designated auxiliary organization that administers virtually all externally-funded grants/contracts and submits proposals to external agencies on behalf of Humboldt State University. See Executive Memorandum P 00-3 for additional matters relating to externally funded grants and contracts.)

Proposals or requests for funding of research and other externally funded projects and program shall not be submitted to sponsoring federal or state agencies, public or private corporations, private foundations, or individuals without completing the Institutional Routing Authorization Form (IRAF) in advance. Principal Investigators (PI's) should contact HSU SPF 30 days prior to the external submission deadline to ensure that the HSU SPF will be able to successfully facilitate the submission process.

An Institutional Routing Form (which includes the proposed scope of work, budget, and financial commitments) must be initiated by the PI along with their Pre-Award Specialist, to gain approvals for the University's and Sponsored Programs Foundation's participation in the activity proposed.