



California Health Sciences University

CHSU GOVERNING STATUTE NUMBER 7

OFFICE OF THE PRESIDENT

I. PURPOSE & APPLICABILITY

- A. The purpose of this governing statute is to set forth the duties of the Office of the President. This governing statute shall supersede all prior job descriptions, delegations of authority and other policy documents relating to the role of the Office of the President. The Office of Human Resources shall prepare a job description for the President consistent with this governing statute, and it shall be presented to and approved by the Board of Trustees ("Trustees").

II. SUMMARY OF OFFICE OF THE PRESIDENT, RECRUITMENT & REPORTING STRUCTURE

- A. The President of the University is its Chief Executive Officer. The President reports to, and is evaluated by, the Trustees. The President shall serve as the public face of the University. The President must provide effective leadership to the University consistent with the University's mission, vision and values. At all times, the President shall work to support and enhance the institution's academic mission and overall operations.
- B. The President shall be responsible for the overall management of the University. The President shall work with the Trustees as well as internal and external stakeholders to advance the mission of the University. The President shall oversee the budget and fiscal management of the University, and shall work to develop scholarship funds and other funds supporting the University.
- C. The President is responsible for implementing the governing statutes and other policies adopted by the Trustees, including by appropriately delegating responsibilities to employees of the University. The President shall adopt policies and procedures consistent with the Trustees' policies.
- D. The Board of Trustees shall be responsible for recruitment of the President.

III. DELEGATION OF AUTHORITY AND SPECIFIC DUTIES

- E. The Trustees delegate to the President, and the President shall be responsible for, the specific duties listed below. However, the enumeration of such duties shall not limit the Office of the President from otherwise performing additional duties required to support and enhance the institution's academic mission and overall operations. Additionally, the Trustees may, from time to time, direct the President to perform other specific duties.



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- F. Therefore, specific duties of the Office of the President include, but are not limited to, the following:
1. Serve as the public face of the University with external and community stakeholders, including elected officials, administrators of other educational institutions and local business leaders in health care and other industries.
 2. Attend all meetings of the Trustees and keep the Trustees fully informed of the overall operations of the University. Present to the Trustees, or authorized committees, periodic reports reflecting the operations of the University, the fiscal health of the University and seek appropriate participation from the Trustees for developing funds to support the University.
 3. Facilitate the Trustees' development of the University's strategic plan, including involvement from the Trustees, its committees and internal and external stakeholders, as appropriate.
 4. Implement the governing statutes and other policies adopted by the Trustees, and adopt policies and procedures consistent with those documents. In the event a policy or procedure of the President conflicts with a governing statute or other policy adopted by the Trustees, the conflict shall be resolved in favor of the Trustees' policy.
 5. Develop scholarship and other funds to support the University, including, but not limited to, a donor base.
 6. Develop, in collaboration with the Chief Financial Officer, an annual operating and capital budget and coordinate approval of the budget by the Trustees and corporate membership. Development of the budget shall occur with direct input from the University's Provost and Deans of the component colleges.
 7. Development of a plan of organization of the personnel of the University and the component colleges for presentation and subsequent approval by the Trustees.
 8. Responsible for the recruitment of individuals to serve in the position of Provost, and assist the Provost in the recruitment efforts for Deans of the component colleges. The President shall ensure that at least one member of the Board of Trustee assists in the recruitment of the Provost and Deans of the component colleges.
 9. To hire and fire, in consultation with the Trustee's Executive Committee, the University's Provost. The President shall consult with the Provost in the hiring and firing of the Deans and Deans of each component college.



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10. Establish the effective day-to-day operations of the University through appropriate departmentalization, collaboration and delegation of authority to other qualified University employees or independent contracts, including:
- a) Oversees the establishment of appropriate processes to ensure compliance with state and federal law.
 - b) Establishment of appropriate processes to ensure compliance with the accreditation standards of the California Bureau of Private Post-Secondary Education (“BPPE”) and the Western Association of Schools and Colleges Senior College and University Commission (“WSCUC”).
 - c) Oversees the establishment of appropriate processes to ensure the Deans of the component colleges are adhering to the standards of the various applicable accrediting bodies of the component colleges.
 - d) Oversees implementation of the University's strategic plan.
 - e) Oversees the quality of the academic and support programs of the University and its component colleges, including ensuring that the University is timely reviewing, analyzing and evaluating such programs.
 - f) Oversees effective marketing and communications on behalf of the University.
 - g) Ensure sound fiscal management and accountability, as described in the University's governing statute on Fiscal Management and Accountability.
 - h) Oversees the administration of the personnel system, including ensuring recruitment and retention of high quality faculty, administration and staff and ensuring an appropriate evaluation system is in place for all employees of the University. The President shall directly evaluate positions which report directly to the President, including, but not limited to, the Provost.
 - i) Responsible for planning, operation and maintenance of real and personal property of the University, including the development of a facilities master plan.
 - j) Oversees the recruitment and retention efforts of students for the various component colleges, including ensuring such efforts are analyzed and evaluated for efficacy.

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- Policy Owner: Office of the President
 - Effective Date: 12/19/2017
 - Revised Date: 12/19/2017
 - Approval by Board Date: 12/19/2017
 - Approval by President Date: 12/19/2017
 - Approval by Provost Date: 12/19/2017