

**Informational Report on Changes to Administrative Portions of the
University Manual, Chapters 2, 5, and 10
Submitted on behalf of President Dooley**

Dated September 2015
(Changes precede 2015-2016 legislation)

**University Manual
Part I
Chapter 2 - The Administration**

2.10.10 Channel of Authority. The normal channel of authority from the Board of ~~Governors for Higher Education~~ to the faculty, administration and staff of the University shall be through the President. All faculty members and administrative and other officers shall be responsible, through appropriate channels, to the President and only through him/her to the Board of ~~Governors~~Education.

2.11.10 Administrative Officers and Staff. The primary officers of administration shall be the President of the University, the Provost and Vice President for Academic Affairs, ~~the Vice President for Administration and Finance, the Vice President for Research and Economic Development, the Vice President for Administration, the Vice President for Research,~~ the Vice President for Student Affairs, and the ~~Chief Diversity Officer and Associate Vice President for Community, Equity, and Diversity.~~ Vice President for University Advancement.

~~2.11.11 The other officers of administration shall be the Vice Provost for Faculty Affairs, the Vice Provost for Academic Finances and Academic Personnel, the Vice Provost for Enrollment Management, the Chief Information Officer, Vice Provost for Academic Programs and Services, the Vice Provost for Information Technology Services, the Vice Provost for Urban Programs, the deans of the colleges, the Graduate School of Oceanography, the Graduate School, the Alan Shawn Feinstein College of Continuing Education, University Libraries, and Admissions; the Director of Enrollment Services.~~

2.13.10 Succession. During periods when the President is unavailable or incapacitated, and in the absence of specific action to the contrary by the Board of ~~Education~~ Governors, the Provost and Vice President for Academic Affairs shall discharge presidential responsibilities as necessary.

2.13.11 In the event that the Provost and Vice President for Academic Affairs also shall be unable to act, the Vice President for Administration ~~and Finance~~ shall do so. In further sequence, the responsibilities shall be assumed as follows: the Vice President for Research and Economic Development, ~~and~~ the Vice President for Student Affairs. ~~the Vice President for University Advancement.~~

2.13.12 The policy in this section (2.13.10-~~2.13.12~~) shall relate to functioning only and in no instance shall the title "Acting President" be used except by specific authorization of the Board of Education Governors.

2.14.20 Appointment of ViceAssistant Provosts, Associate and Assistant Vice Presidents, and Assistant and Associate Deans. Whenever ~~one of these an Assistant or Associate~~ positions becomes vacant, there will be an Affirmative Action Search conducted by the administrative unit in compliance with Affirmative Action hiring procedures.

2.14.22 The search committee shall be comprised of at least five members who are representative of the unit or of the faculty of the College. Each search committee shall also include appropriate staff and student representation. The search committee shall be appointed by the Provost and Vice President for Academic Affairs, Vice President or Dean of the College in consultation with the Director of Affirmative Action, Equal Opportunity and Diversity.~~Affirmative Action Officer.~~

2.15.10 The President shall be the ~~eChief a~~Administrative ~~e~~Officer of the University as provided in the rules and regulations of the Board of Education Governors.

2.20.10 The Provost and Vice President for Academic Affairs shall serve as the Chief Academic Officer of the University with overall supervision for the teaching and research missions of the University and of the faculty. ~~In addition, the~~ The Provost and Vice President for Academic Affairs shall serve as a member of the President's Senior Leadership Team. In addition, the Provost and Vice President for Academic Affairs shall (2.20.11-2.20.20):(2.20.11-2.20.19):

2.20.20 Provide oversight of the Honors Program (see 8.60.10-8.65.13 for description of program; 4.42 of Faculty Senate By-Laws for duties).

~~2.20.21 2.20.20~~ In carrying out these responsibilities, the Provost and Vice President for Academic Affairs shall be assisted by the following (2.21.10-2.35.10): (2.21.10-2.34.10):

2.21.10 The Vice Provost for Academic Finances and Academic Personnel shall be responsible for assisting with issues related to academic finances and resource allocation, personnel, strategic data and unit performance analyses, and linking budget process with strategic planning. The Vice Provost shall also be responsible for the Office of Institutional Research (see 3.44.10). 2.21.10 The Assistant Provost shall be responsible for academic personnel and resource planning, faculty welfare and development planning and collective bargaining.

2.22.10 The Vice Provost for Faculty Affairs shall serve as a liaison between the University of Rhode Island faculty and the Office of the Provost, ensuring the faculty perspective is reflected in analyses and policies considered by the administration. These include academic matters between the Provost's Office and the faculty

broadly and Faculty Senate more specifically, such as general education, program and curriculum development, faculty development, assessment, and academic regulations and policies. The Vice Provost for Faculty Affairs also oversees the University's global education strategies, programs, and partnerships, including recruitment of and support for international students, and support for faculty who engage in global education and research. The Vice Provost for Faculty Affairs, along with the other Vice Provosts, shares responsibility for advancing diversity and equity by promoting a community spirit, a climate of respect and fairness, and curricular transformation that reflects multicultural perspectives. ~~2.22.10 The Vice Provost for Academic Affairs shall provide management and leadership for all academic programs and services, including academic enrollment management, undergraduate scholarship, fellowship, and financial assistance programs, outcomes assessment and faculty workload policy and shall provide overall guidance for undergraduate education.~~

2.22.12 In carrying out these responsibilities, the Vice Provost shall be assisted by the following (2.22.20-2.22.40):

2.22.20 The Director of the Office for the Advancement of Teaching and Learning who shall be responsible for providing leadership, support and vision for the advancement of teaching and learning with special emphasis on faculty development, curricular enhancement, and pedagogical advancements related to learning outcomes and assessment, online pedagogy, and teaching with technology.

~~2.22.30 The Director of Learning, Assessment, and Online Education shall be responsible for providing leadership, support and vision for the advancement of teaching and learning with special emphasis on faculty development, curricular enhancement, and pedagogical advancements related to learning outcomes and assessment, online pedagogy, and teaching with technology.~~

2.22.21 In carrying out the responsibilities outlined above, the Director shall be assisted by an Assistant Director of Student Learning, Outcomes Assessment and Accreditation, two Assistant Directors of Online Education, and two Assistant Directors of Faculty Development.

2.22.30 The Special Assistant to the Provost for Global Strategies and Academic Partnerships, who leads the strategic planning, development, implementation, and monitoring of global education and partnership programs; identifies opportunities for global partnerships in collaboration with colleges; coordinates with Admissions and the Graduate School on international recruitment strategies; and assists faculty in developing international partnerships and networks. The Special Assistant also serves as liaison for partnerships with English language and pathway programs and the Fulbright Program.

2.22.40 The Director of the Office of International Education and National Student Exchange, who oversees the immigration process and compliance with the

Department of Homeland Security; provides advice and training to assist with campus internationalization goals; oversees global exchange programs, faculty led international programs, and the English Language Studies (ELS) program; coordinates with Enrollment Services on the advancement of globalization through policy and processes; and coordinates with the Office of Legal Counsel on memoranda of understanding for global partnerships and exchanges.

2.22.60 ~~The Director of the Honors Program~~ (see 8.60.10-8.65.13 for description of program; 4.42 of Faculty Senate By-Laws for duties).

2.22.70 ~~The Director of Student Learning, Outcomes Assessment, and Accreditation~~ shall be responsible for providing institutional support and reporting for assessment of student learning outcomes and program improvement measures.

2.23.10 ~~The Vice Provost for Enrollment Management~~ shall provide leadership, support, information and analysis in the areas of student recruitment, financial aid and scholarships, and persistence toward graduation as part of an effort to integrate enrollment planning and student success.

2.23.11 ~~In carrying out these responsibilities, the Vice Provost shall be assisted by the following (2.23.20-2.23.34):~~

2.23.20 ~~2.22.20~~ **The Dean of Admissions** shall plan and develop enrollment goals and management policies related to recruitment, admission, enrollment, and retention of undergraduate students; shall manage the staff and administer the budgets of the Office of Undergraduate Admissions; shall prepare and evaluate plans and statistical reports on admissions, enrollment and retention; and shall serve as the spokesperson for the University in these matters.

2.23.30 ~~2.22.30~~ **The Director of Enrollment Services** shall provide overall vision and leadership for the Office of Enrollment Services; assure appropriate coordination of processes within the Office and establish short- and long-range plans for the integration and delivery of enrollment services, and establish budgetary priorities and advocate for the office in the budget process.

2.23.31 ~~2.22.31~~ The Director shall manage and be responsible for the collection and deposit of all University receipts, including student fees, grant and contract revenues, student aid revenues and miscellaneous income.

2.23.32 ~~2.22.32~~ The Director shall manage all aspects of registration, student academic records, and faculty services functions.

2.23.33 ~~2.22.33~~ The Director of Enrollment **Services** shall administer federal, state, institutional, and private programs of student financial assistance in the areas of loans, grants, and scholarships.

~~2.23.34~~ ~~2.22.34~~ In carrying out the responsibilities outlined above, the Director of Enrollment Services shall be assisted by Senior Associate Directors.

~~2.22.50~~ ~~The Director of the Instructional Development Program (see 3.57.10 for duties).~~

2.24.10 Chief Information Officer (formerly Vice Provost for Information Technology Services) ~~The Vice Provost for Information Technology Services~~ shall be responsible for planning, coordination and leadership for the University's academic and administrative information resources, including, but not limited to all units of the Office of Information Technology Services. ~~Responsibilities include oversight of Media and Technology Services and the University Computing Systems, including budget development, personnel management, and supporting the University's work with its academic and community partners. in support of the University mission in instruction, research and academic outreach. Responsibilities include budget development, personnel oversight, and supporting the University's work with its academic and community partners. The Vice Provost shall work closely with the Dean of University Libraries.~~ (See 3.43.10-11)

2.24.11 ~~In carrying out these responsibilities, the Chief Information Officer shall be assisted by the following:~~

2.24.20 ~~The Director of Media and Technology Services shall oversee customer-facing support and end-user services to students, faculty and staff for major administrative and academic computing systems and applications.~~

2.24.30 ~~The Director of University Computing Systems shall oversee support of the University's major computing systems and services intrinsic to running a comprehensive and robust university network.~~

2.24.40 ~~The Associate Director for URI Information Security shall oversee protection of the University's information resources from both internal and external threats through application of security best practices to ensure the confidentiality, integrity and availability of the University's information resources.~~

2.25.10 ~~The Dean of University Libraries shall be responsible for planning, coordination and leadership for the University's Libraries. The Dean shall work closely with the Vice Provost for Information Services.~~ (See 3.42.10-11)

2.26.10 ~~The Vice Provost for Urban Programs~~ **Dean of the Alan Shawn Feinstein College of Continuing Education** shall provide executive leadership and coordination for all programs and facilities associated with the Alan Shawn Feinstein College of Continuing Education and the University's urban programs and initiatives, and serve as the principal advocate for advancing the University's role as a federally designated Urban Grant University. (See also 3.40.10-14).

2.35.10 The Dean of the University College ~~for and Special~~ Academic Success Programs (See 3.21.21-23 for duties.)

2.39.10 The OmbudOmbudsman shall investigate complaints from members of the University community -- students, faculty, and administrative personnel -- that they have been unfairly dealt with in the normal channels of administrative process. The OmbudOmbudsman's office is not intended to replace those normal channels. The services of the OmbudOmbudsman are an exceptional administrative procedure to be used only when the normal channels do not adequately respond.

2.39.11 The Provost and Vice President for Academic Affairs and the Faculty Senate Executive Committee shall jointly nominate a full-time, tenured faculty or an emeritus faculty for the post of OmbudOmbudsman and shall submit the name of a nominee to the Faculty Senate for confirmation, no later than May 1st of the year in which the OmbudOmbudsman's term is to begin.

2.39.12 The OmbudOmbudsman shall serve for a period beginning the day after Commencement following his/her election and ending one week before registration, approximately 27 months later. There shall be no limitation on the number of times a person is elected to the office. The OmbudOmbudsman shall serve on a year round basis during his/her term of office. An OmbudOmbudsman who is on academic year appointment shall recontract for the summer under the terms governing department chairpersons. During the transition between the confirmation of his/her successor in May and his/her termination, the outgoing OmbudOmbudsman will be responsible for processing cases originating before Commencement in his/her terminal year. His/her successor will be responsible for processing cases, which originate after Commencement and those cases, which remain unresolved as of one week before registration. Close cooperation between the outgoing and succeeding OmbudOmbudsman during the period of transition is expected.

2.39.13 The Areas of Responsibility of the OmbudOmbudsman are Equity, Critical Review, and Recommendations and Report.

Equity: to help individuals or groups in specific cases to get just and equitable treatment. In securing equity, the OmbudOmbudsman shall: afford full opportunity for presentation in confidence of any complaint or grievance from any student, faculty member, or member of the administrative staff alleging unfairness, discourtesy, undue delay, or other malfunctioning in any and all processes at the University of Rhode Island; investigate, in confidence, to determine the degree of validity of the complaint; and mediate or otherwise resolve the problem, arriving in confidence at what appears to him/her to be a just resolution (in the dismissal of the complaint, or in recommended action based on the verified complaint). (The OmbudOmbudsman will not be expected to concern him/herself with the normal operations of established grievance processes or disciplinary procedures contained in the University Manual, UNIVERSITY MANUAL, except that s/he may, on the basis

solely of his/her own judgment, inquire into possible bias or malfunction in any of those proceedings, and make a confidential report thereon to the office of the President and to the Chairperson of the Faculty Senate).

Critical Review: to help administrative functionaries (whether connected with Student Government or with faculty or administrative offices) to improve their processes, not only correct a particular inequity or injustice but also to prevent its recurrence. In carrying out this function the [OmbudOmbudsman](#) shall: be receptive to all suggestions, comments and criticism regarding the general functioning of University processes and procedures (as distinguished from individual grievances or complaints of inequity); make appropriate inquiries; make recommendations in confidence to the administrative officer who heads the particular unit involved; and report to the office of the President and to the Chairperson of the Faculty Senate as to the disposition of the recommendation.

Recommendation and Report: on the basis of inquiry and experience to recommend such changes in procedure and practice as may seem to him/her to be appropriate, and to make a final public report of his/her actions. In fulfilling this function, the [OmbudOmbudsman](#) shall: in addition to any recommendations submitted in connection with the foregoing functions, from time to time, make such reports and recommendations as s/he deems wise, directly to the office of the President and to the Chairperson of the Faculty Senate, with such substantiation as may be appropriate and prepare an annual report reviewing and evaluating the activities of his/her office during the year, the report to be distributed to the general faculty, the members of the Student Senate, and deans, directors and department heads. In addition to the annual report, the [OmbudOmbudsman](#) shall periodically publish in appropriate campus media information on University regulations and suggestions regarding their application.

2.39.14 The Primary Task of the [OmbudOmbudsman](#) shall be to serve as a confidential investigator in any specific case of alleged inequity, unfairness or maladministration. In carrying out this task, s/he shall be an impartial spokesperson, both to the person making the complaint and to the person(s) against whose performance the allegation is brought. The [OmbudOmbudsman](#) may inquire at the office or other location where the offense is alleged to have been committed, shall be given access to all relevant guidelines, principles, rules, regulations and similar data, [and shall be given access to relevant aspects of the case. S/he shall enjoy the complete cooperation of ~~and shall~~](#) the faculty, administrators or students against whom complaints have been brought. S/he shall receive complete and courteous cooperation from any complainant. S/he shall carry out his/her work in privacy, and with full respect for the rights and immunities of all parties. All records, correspondence, and communications in the office of the [OmbudOmbudsman](#) shall be kept in a locked file under sole control of the [OmbudOmbudsman](#).

2.39.15 Having completed his/her inquiries s/he shall make such disposition of each case as, in his/her sole judgment, is best. S/he may dismiss the charges as

without foundation or merit. S/he may recommend corrective action to achieve justice or equity in the particular case. S/he shall determine the question of equity and fairness not on the basis of opinion or bias or preference, but on the basis of whether or not the rules, guidelines and other governing statutes have been followed honestly and fairly without undue delay. If s/he finds that a particular rule or regulation or statute is itself unfair or makes for inequity, s/he shall convey that finding to the office of the President and to the Chairperson of the Faculty Senate; but s/he shall not at the same time make a finding against an individual who has faithfully adhered to the guidelines then governing the case. Should the

[OmbudOmbudsman](#) arrive at conclusions which are critical of the operations and practices of the office of the President, or of the Presidential disposition of cases duly reported by the [OmbudOmbudsman](#) to the President, s/he shall so inform the President; and if there is no resolution of the problem which is satisfactory to him/her the [OmbudOmbudsman](#) may take the matter directly to the Chairperson of the Board of [Education Governors](#), informing the President before s/he does so.

2.39.16 Powers of the [OmbudOmbudsman](#) shall include: access to all records pertinent to any allegation of inequity or injustice or other grievance coming under his/her jurisdiction; the right to inquire of any officer of instruction or of administration, or of any member of the clerical and custodial staffs, or of any student, in connection with his/her proper inquiries and to receive full and complete answers; the right to mediate or otherwise arrive at a compromise or to arrive at his/her own proposal for solution of the problem at hand; the right to present his/her recommendations for solution to the parties involved and to report such recommendations to the supervisory officers of the person(s) involved and to the office of the President and to the Chairperson of the Faculty Senate; and having completed the foregoing process in confidence the right to make a final public report on the matter.

2.39.17 The [OmbudOmbudsman](#) shall be provided with office facilities by the Provost and Vice President for Academic Affairs including part-time secretarial help.

2.39.18 Compensation and Release Time. If the nominee is a full-time faculty member, his/her teaching and/or research load shall be adjusted in consultation with his/her departmental chairperson, his/her dean, and the Provost and Vice President for Academic Affairs. Every effort shall be made to reduce his/her teaching and research load appropriately and professional expectations for accomplishment in these areas shall reflect this commitment to the position of [OmbudOmbudsman](#). S/he shall be free of all committee assignments, student advising and other similar duties, during his/her term of office. The faculty member's department shall be provided with replacement funding from the Provost and Vice President for Academic Affairs to the extent of one course per semester.

Any additional released time for a full-time faculty member, shall be negotiated by the nominee with the Provost and Vice President for Academic Affairs before Faculty Senate confirmation. The summer retainer and any compensation for an

emeritus faculty member shall be provided by the Provost and Vice President for Academic Affairs.

2.39.19 Student Assistant. The ~~Ombud~~Ombudsman shall be assisted by a student appointed by the President by July 1 each year in accordance with the procedure outlined below. In March of each academic year, the Student Senate and Graduate Student Association shall conduct searches for their nominees to the position of Student Assistant to the ~~Ombud~~Ombudsman. The searches shall be conducted in a manner established by each organization. The names of no more than three nominees from each group shall be forwarded to the current ~~Ombud~~Ombudsman by April 15. Finalists for the position shall be interviewed by a committee composed of the ~~Ombud~~Ombudsman and a representative of the Provost and Vice President for Academic Affairs. The committee shall be convened by the ~~Ombud~~Ombudsman and shall make its recommendation to the President no later than June 15. The ~~Ombud~~Ombudsman's Student Assistant shall perform his/her duties in consultation with and under the direction of the ~~Ombud~~Ombudsman, shall serve a one-year term, and shall be eligible to succeed himself/herself without a search. The ~~Ombud~~Ombudsman's Student Assistant shall receive a stipend of \$1000 per semester, to be paid by the University. #03-04--23

2.39.20 Conflict of Interest. If a complaint to the ~~Ombud~~Ombudsman in any way compromises the objectivity of the ~~Ombud~~Ombudsman in handling the case,; a past ~~Ombud~~Ombudsman may be called upon to serve on an ad hoc basis. This arrangement ~~will~~shall be mutually agreed upon by the ~~Ombud~~Ombudsman, the Chairperson of the Faculty Senate and the past ~~Ombud~~Ombudsman concerned.

2.40.10 The Vice President for Administration and Finance shall be responsible for the financial, personnel, labor, construction, security and safety activities of the University and for all matters concerning its development, operation, property, and plant. The Vice President shall serve as a member of the President's Senior Leadership Team.

~~2.41.12 The Director of Safety and Risk Management shall be responsible for development and management of all programs of insurance, risk management, fire and occupational safety and health for all University facilities and personnel.~~

2.41.13 The Director of Public Safety shall be responsible for matters of physical security and the administration of University Police and Security; Parking and Transportation Services; Environmental Health and Safety, including occupational health, industrial hygiene, hazardous materials, chemical, radiological and biological safety; Fire and Life Safety, including inspection, code compliance and alarm services; Emergency Management and Homeland Security; communication systems, and administrative fiscal, clerical support and technical services.~~The Director of Public Safety shall be responsible for matters of physical security and the administration of Campus Police, traffic and physical security services.~~

2.41.17 The Director of ~~Campus Planning~~ Capital Planning and Design shall be responsible for planning and design of campus physical improvements, new construction and renovation projects of buildings, utilities and landscape, space planning and maintenance of University's aesthetic and functional objectives, including longevity, sustainability, functionality and architectural appropriateness.

2.42.10 The Assistant Vice President for Human Resources and Director of Labor Relations shall be responsible for the development and improvement of employment at the University and shall direct change in the reporting systems of employee records, as well as be in charge of maintaining the collective bargaining agreements between the Board of Governors for Higher Education and the Unions representing University employees.

2.44.10 The Director of Budget and Financial Planning shall be responsible for preparing the University budget for presentation to the Board of Education Governors and the State of Rhode Island, for developing in-house allocations to all cost centers, for monitoring levels of actual expenditure to prescribed allotments, for projecting the financial status of the University, and for developing financial inputs into academic programs.

2.45.10 The Controller shall be responsible for establishing, coordinating and maintaining through authorized management an integrated plan and system for the control of financial operations in a accordance with operating policies, and shall be responsible for the following (2.45.11): (2.45.11-14):

2.45.11 The Associate and Assistant Controllers shall be responsible for the design and maintenance of internal fiscal controls and the analysis and reporting of financial data, including the University-wide annual audit. In addition, they shall be in charge of the recording and reporting of financial transactions and the management of cash flow forecasting and cash management.
~~The Associate Controllers shall be responsible for the design and maintenance of internal fiscal controls and the analysis and reporting of financial data, including the University-wide annual audit.~~

~~2.45.12 The Assistant Controllers shall be in charge of the recording and reporting of financial transactions and the management of cash flow forecasting and cash management.~~

~~2.47.10 The Manager of Conference and Special Program Development shall be responsible for the promotion and operation of conferences and special programs and shall do so in cooperation with other University departments as appropriate.~~

2.50.10 The Vice President for Research and Economic Development shall serve as the Chief Research Officer of the University with overall supervision for the research and economic Development development missions of the University and shall serve as a member of the President's Senior Leadership Team. -

2.50.13 The Vice President shall have oversight of the University of Rhode Island Research Foundation and serve as an *ex officio* member of the Board of Directors. (see 3.50.10-3.50.21).

2.60.10 The Vice President for Student Affairs shall be responsible for integrating within the academic goals of the University the broad range of programs and activities that constitute the life of the student outside the classroom and for assuring that each student has the opportunity for a fully integrated and absorbing educational experience, including the cultural, social, academic, and recreational aspects. In addition, the Vice President shall be responsible for guiding and coordinating the fiscal management and programs of the student service auxiliary enterprises. The Vice President shall serve as a member of the President's Senior Leadership Team.

2.60.11 The Vice President shall have administrative responsibility for the Memorial Union Advisory Council, the Student Health Advisory Council, the WRIU Advisory Committee, and the Student Rights and Responsibilities Committee (see 5.73.10-5.73.13). In carrying out these responsibilities, the Vice President shall be assisted by the following (2.61.10-2.73.10).~~(2.61.10-2.72.10).~~

2.66.10 The Director of the Memorial Union and Student Involvement and the Center for Student Leadership Development shall be responsible for the overall management of the Memorial Union as an integral part of the University's educational mission; supervising its services and facilities through coordination of physical, financial, and personnel resources; coordinating non-athletic co-curricular campus activities; advising all student organizations concerning their student activity programming needs; maintaining a master calendar of activities and facilities for non-academic events; and working closely with the Memorial Union Board of Directors, and the Memorial Union Advisory Council, and the Student Center for Student Leadership Development~~(5.17.10-13).~~

~~**2.69.10 The Director of Career Services** shall manage a comprehensive career center which integrates career development with academic and co-curricular activities and offers programs for all aspects of career development from basic career awareness for freshmen through placement and recruiting activities for seniors and alumni.~~

~~**2.71.10 The Director of Multicultural Student Services** shall be responsible for programs and services to multicultural students and the management of the multicultural center.~~

2.73.10 The Manager of Conference and Special Program Development shall be responsible for the promotion and operation of conferences and special programs and shall do so in cooperation with other University departments as appropriate.

2.80.10 The University of Rhode Island Foundation President shall be responsible to the University Foundation Board of Directors to conduct the business of the Foundation, including fundraising and endowment management operations. The URI Foundation President shall serve as a member of the President's Senior Leadership Team. The Vice President for University Advancement shall be responsible for directing and coordinating alumni affairs and athletic booster relations; communications; public affairs; private sector fund raising for, or in behalf of, the University; and for all alumni donor record keeping. The Vice President shall serve as the external liaison to a variety of university constituencies.

2.80.11 In carrying out these responsibilities the Vice President shall be assisted by the following (2.81.10-2.84.10):

2.81.10 The Associate Vice President for Development shall identify sources of financial support; and plan and conduct programs for raising funds from private sources, including business and industry, foundations, the general public, alumni, and individual bequests. In addition, the Associate Vice President shall be responsible for overseeing divisional fiscal and personnel matters and shall serve as an internal manager on behalf of the Vice President.

2.82.10 The Director of Communications shall administer the information and public relations efforts of the University, including the management of internal and external communications programs for administrators, faculty members, staff and student groups. The Director shall design and implement programs and strategies addressing the public relations and information needs and problems of the University.

2.83.10 The Director of Alumni Relations shall direct the alumni office, supervise alumni publications, promote the alumni program in the field; maintain alumni records and mailing lists and work with class officers on plans and programs for reunions and other alumni events; organize and strengthen alumni clubs and their programs; act as liaison between the University and the Alumni Association; and promote with undergraduate groups an understanding of Alumni Association objectives.

2.83.11 The Director of Publications shall plan, edit, and in some cases, write official publications of the University; supervise the printing thereof; and insofar as possible give similar assistance to faculty and staff in the preparation of other publications.

2.83.12 The Director of Advancement Services reports to the Director of Alumni Relations and is responsible for managing University Advancement Services, which includes: alumni record system (including electronic mail records); gift processing (all private gifts, including Athletics, to the University); gift acknowledgement; and gift records (including gift tracking and pledge reminders).

~~2.84.10 The Director of Athletic Development is responsible for all major gift and capital project fund raising for Athletics, for RIRAA annual giving, and for special event fundraising. The Director is also responsible for planning and carrying out an ongoing stewardship program for Athletic donors and donor prospects. The position reports directly to the Vice President for Advancement, with a functional reporting relationship to the Athletic Director~~

~~2.90.10 The Executive Assistants to the President and Directors of Planning Services shall report to the President and shall be responsible for the coordination of strategic planning for the university, and for providing overall assistance to the President in the leadership of and support for special projects and meetings.~~

~~2.92.10 The Director of Athletics shall report to the President and shall be responsible for men and women's intercollegiate athletics, and as the coordinator of athletic facilities, shall be responsible for the management of facilities and equipment.~~

~~2.93.10 The General Counsel shall provide legal services to the President and his staff, represent the President and the university before boards, commissions, and courts as necessary, and such other duties as the President may assign.~~

~~2.94.10 The Assistant Vice President for Public Affairs shall plan, develop and administer the overall government relations activities of the University.~~

2.80.20 The Executive Director of Alumni Relations shall direct the alumni office, supervise alumni publications, promote the alumni program in the field; maintain alumni records and mailing lists and work with class officers on plans and programs for reunions and other alumni events; organize and strengthen alumni clubs and their programs; promote with undergraduate groups an understanding of Alumni Association objectives. The Director shall work with the President of the University, and serve as liaison for the URI Foundation and the Alumni Association Board.

2.80.30 The Executive Director, External Relations and Communications shall report to the President and, as a member of the President's Senior Leadership Team, shall serve as a senior communications advisor to President's Senior Leadership Team regarding public issues. The Director shall be responsible for university relationships with external stakeholders, including Chambers of Commerce, opinion leaders, civic groups, and others as well as for the offices of Communications and Marketing and Publications and Creative Services, publications such as *QuadAngles*, and the University's Speakers Bureau

2.82.10 The Chief of Staff to the President shall report to the President and provide executive level support to the President as a member of the President's Senior Leadership Team and shall serve as liaison for the President with the following: the Vice Presidents and members of the senior leadership team, the URI Foundation; the URI Alumni Association, the Council of Postsecondary Education,

and the Board of Education. The Chief of Staff shall be responsible for the overall management of the Office of the President as well as the Office of Public Programming and Special Events.

~~2.92.10~~ **2.83.10** **The Director of Athletics** shall report to the President and shall be responsible for men and women's intercollegiate athletics, and as the coordinator of athletic facilities, shall be responsible for the management of facilities and equipment. The Director is a member of the President's Senior Leadership Team.

~~2.93.10~~ **2.84.10** **The General Counsel** shall provide legal services to the President and his staff; represent the President and the university before boards, commissions, and courts as necessary, and such other duties as the President may assign.

2.85.10 **The Chief Diversity Officer and Associate Vice President for Community, Equity and Diversity** shall work as part of the senior leadership team; lead the effort to integrate diversity, equity, and community into the University's core mission, vision, and strategies; serve as a member of the President's Senior Leadership Team; advise and inform the President on all issues related to diversity, equity, and the development and sustenance of a vibrant and diverse community of students, staff, and faculty throughout the University; interface regularly with all Vice Presidents and all divisions to ensure that active and viable diversity and community initiatives are being developed and implemented in all divisions. The Chief Diversity Officer shall be assisted by the following (2.85.20-2.85.70):

~~2.91.10~~ **2.85.20** **The Director of Affirmative Action, Equal Opportunity and Diversity** shall serve as an educator and spokesperson for the University regarding issues of affirmative action, equal opportunity and diversity. The director shall develop, implement, supervise and monitor affirmative action and equal opportunity programs in compliance with state and federal regulations, Board of Education Governors' policy, and the University's goals to enhance diversity within the University community. In carrying out these responsibilities, the Director shall be aided by an Assistant Director.

2.85.30 **The Director of the Women's Center** shall develop programs, services and activities for the University of Rhode Island Women's Center. The Director shall provide leadership in promoting equitable education and access for women students and shall provide programming in support of women students, faculty and staff. In carrying out these responsibilities, the Director shall be aided by an Assistant Director.

2.85.40 **The Director of the URI Gender and Sexuality Center** shall coordinate and direct University-wide services and programs for the LGBTQ community. The Director shall be responsible for the Gender and Sexuality Center and the development of the Center's programs, policies and practices.

2.85.50 The Director of Multicultural Student Services shall be responsible for programs and services to multicultural students and the management of the multicultural center. In carrying out these responsibilities, the Director shall be aided by an Assistant Director.

2.85.60 The Director of Community and Organizational Development– shall be responsible for providing leadership, assessment and organizational development relating to cultural change, diversity and strategic management; develop mentoring programs for faculty, staff and students; develop collaborative initiatives and programs that enhance a sense of community and create and implement educational programs that enhance multicultural competencies.

2.85.70 The Director of Faculty and Staff Recruitment and Retention shall be responsible for developing and managing diversity initiatives to recruit, retain, and create a welcoming work environment for diverse employees; develop strategies to provide support and direction to search committees in order to attract diverse candidates; establish local, national, and international recruitment networks to identify outstanding diverse candidates.

University Manual Chapter 5 - Committees of the University

Committees falling under Presidential jurisdiction [Presidential Committees](#)

5.23.10 The Institutional Biosafety Committee (IBC) shall review and approve the use of recombinant DNA, synthetic DNA, infectious microorganisms, certain biological toxins, and human or nonhuman blood, unfixed tissues or cells in all research projects and educational activities under the jurisdiction or control of the University. The use of these materials shall be in accordance with the National Institutes of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules and the U.S. Department of Health and Human Services Biosafety in Microbiological and Biomedical Laboratories as well as any other applicable federal, state and local law.

5.23.11 The membership shall comprise at least five members appointed by the Vice President of Research and Economic Development selected so that they collectively have experience and expertise in recombinant or synthetic nucleic acid molecule technology and the capability to assess the safety of recombinant or synthetic nucleic acid molecule research and to identify any potential risk to public health or the environment. At least two members shall not be affiliated with the institution (apart from their membership on the Institutional Biosafety Committee) and who represent the interest of the surrounding community with respect to health and protection of the environment. The Vice President for Research and Economic Development or the Vice President's designee shall serve *ex officio*, as a non-voting member. An effort will be made to appoint members to the IBC that will

have the qualifications of experience and expertise needed to provide guidance and counsel to researchers.

5.24.10 The Conflict of Interest Management Committee (CIMC) is responsible for the review and assessment of all financial disclosures related to research projects at URI and for determining any actions required to ensure that real or perceived financial conflicts of interest are managed or eliminated as required by the RI Public Private Partnership Act as well as any other applicable federal law or policy.

5.24.11 The membership shall be appointed by the Vice President of Research and Economic Development and shall at a minimum include a designee from the RI Board of Education, a public member, and a faculty member from an institution of higher education outside the system of public higher education in Rhode Island. The Vice President for Research and Economic Development or the Vice President's designee shall serve *ex officio*, as a non-voting member.

5.30.10 The Intellectual Property Committee (IPC) shall represent and act for the University in intellectual property policy matters subject to the approval of the President of the University (see sections 10.40.10-10.46.36). ~~10.40.10-10.44.10~~.

5.31.10 The Watson House Committee shall manage and provide care for the restoration process, the furnishing and the general care of Watson House. The committee shall be appointed by and report to the Vice President for Administration and Finance. ~~Provost and Vice President for Academic Affairs~~.

5.35.10 The President's Commission on People with Disabilities at the University of Rhode Island shall work to ensure an equitable, inclusive, universally designed, and welcoming community in terms of safety, wellbeing and education for students, faculty and staff who have disabilities. To accomplish its mission, in the context of social justice, the commission shall: Encourage a climate to celebrate differences and abilities among all people at URI, while affirming the many outstanding contributions of people with disabilities to the campus community; identify major topics of concern for people with disabilities; propose policies, programs and training so that URI's ongoing dialogue of social justice and civil rights continues to include issues related to disability; collaborate with all areas of the university community to recommend accessibility, safety, and universal design of buildings, the curriculum, programs, and services; advise primary URI administrators on issues of disability; monitor the effectiveness of proposed/implemented policies and initiatives; communicate progress of these efforts to the administration and surrounding community; and submit to the senior leadership team and their designees, recommendations that would enhance inclusion and equal opportunity for people with disabilities. ~~The Council for Outreach shall recommend internal University policies and support services to foster outreach efforts University-wide. The Council, in association with URI's~~

~~outreach partners, shall assist the Office of University Outreach with a) promoting the visibility of an access to URI outreach efforts, both on campus and externally; b) fostering links and matching needs between URI outreach partners and targeted audiences and stakeholders; c) addressing relevant outreach information, funding, compensation, and acknowledgement issues; and d) promoting undergraduate and graduate learning experiences in conjunction with outreach efforts.~~

5.35.11 ~~The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of faculty, staff, administration, and student perspectives on equity and inclusion for people with disabilities at URI.~~

~~5.35.11 The membership shall be appointed by the Provost in consultation with the Vice President for Research and Economic Development, who shall chair the committee.~~

5.35.12 ~~The commission shall forward its nominees for co-chairs from the membership to the President.~~ The Co-Chairs shall consist of one faculty member and one staff member. The commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, on a staggered basis.

5.35.13 The President shall appoint the Student Advisor in consultation with the Chief Diversity Officer. The commission shall forward its nominee for Student Advisor to the Co-chairs from the membership to the President. ~~The President shall appoint the Student Advisor in consultation with the Chief Diversity Officer.~~ The term of the Student Advisor shall be for one year; subject to renewal on recommendation of the membership.

5.35.14 The commission shall meet on a regular basis during the ~~calendar~~ academic year ~~from January to December~~. The co-chairs, with the Student Advisor, shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

5.35.15 The commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

5.37.10 The President's Commission on Faculty, Staff, and Students of Color is to make recommendations to the President and Chief Diversity Officer, acting as a catalyst and advocate in diversifying and strengthening the University of Rhode Island to be a university community that understands racial and cultural diversity issues and therefore advocates for racial equity in all aspects of university formal and informal processes, including employment, personnel development, research and scholarship, teaching and service, student learning and engagement and all

forms of community outreach. The Commission shall: research, monitor, and report on the status of underrepresented racial and ethnic groups on campus, and of institutional racial and cultural diversity initiatives; identify major needs and topics of concern; propose policies and programs to address these needs and concerns, and to promote, maintain and publicize strategic focus on these issues; collaborate with campus organizations with complementary goals and objectives; monitor the effectiveness of any proposed policies and initiatives upon implementation.

5.37.11 The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of executive leadership, faculty, staff, administration, and student perspectives on the status of faculty, staff and students of color at URI.

5.37.12 The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

5.37.13 The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

5.37.14 The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

5.38.10 The President's LGBTQ Commission will work to encourage the inclusion and empowerment of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) faculty, staff, and students. The Commission will research, monitor, and report on the status of LGBTQ communities on campus and of institutional initiatives; identify major needs and topics of concern; propose policies and programs to address these needs and concerns, collaborate with campus organizations with complementary goals and objectives; monitor the effectiveness of any proposed policies and initiatives upon implementation; and regularly communicate the progress of these efforts to the university community. The Commission shall submit recommendations to the President and the Chief Diversity Officer. ~~The Diversity Week Committee shall develop and organize an annual program for the University of Rhode Island community that provides a variety of workshops, speakers, films and musical events for faculty, students, staff and citizens of the state to encourage respect for diversity and to work toward overcoming prejudice.~~

5.38.11 The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of executive leadership, faculty, staff, administration, and student perspectives on the status of LGBTQ at URI.

5.38.12 The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

5.38.13 The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

5.38.14 The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

5.39.10 The President's Commission on the Status of Women shall promote an environment free of gender-based discrimination by establishing an agenda around issues that concern women at the university and recommending to the President strategies to enhance or change existing policies and programs at URI. To accomplish its mission, the Commission shall work with members of the university community and in collaboration with organizations and structures within the University of Rhode Island. The Commission shall submit recommendations to the President and the Chief Diversity Officer.

5.39.11 The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of faculty, staff, administration and student perspectives on the status of women at URI. ~~The membership shall be appointed by the President and shall comprise approximately twenty-five individuals who represent a variety of faculty, staff, administration and student perspectives on the status of women at URI.~~

5.39.12 The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

5.39.13 The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

5.39.14 The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

5.40.10 The Campus Master Plan Review Team shall consider and discuss new construction projects, including those concerning buildings and grounds, and ensure that those projects are consistent with the guiding principles of the Campus Master Plan as defined in 5.40.11. The Team shall meet monthly, or as deemed needed by

the Chair, in order to review new projects and designs and make recommendations guiding these projects as they are implemented.

5.40.12 The membership shall be appointed by the President, and be comprised of staff and faculty from Facilities Services, the Bay Campus, the Office of the Provost, Student Affairs, Administration and Finance, Public Safety Administration, Planning Services, and the President's Office, as well as representatives from the faculty, staff, and the South Kingstown community.

5.40.13 The committee shall communicate regularly with the President and the Strategic Budget and Planning Council.~~Joint Strategic Planning Committee.~~

5.41.10 The Space Enhancement, Design, and Allocation Committee (SEDA) shall consider the present space needs of the URI community, as well as those of new projects. It shall establish the future priorities of the University with respect to space, and make decisions about space allocation and space design to meet program needs. In making its decisions, SEDA shall consider the Campus Master Plan, communicate with the Campus Master Plan Review Team, take account of the University's academic priorities and strategic initiatives, and interact with the Strategic Budget and Planning Council (5.55.10 – 5.55.14).~~Joint Strategic Planning Committee.~~ The Vice President of Administration and Finance shall review space allocation plans before they are implemented.

5.41.11 The committee shall meet monthly. It shall be comprised of the Director in Capital Planning and Design, the University's Space Planner, the Vice Provost for Enrollment Management; Vice Provost for Academic Affairs; the Assistant Vice President for Business Services; the Directors of Capital Projects and Facilities Planning, a representative from Academic Planning; Facilities Services, Planning Services and Professional Development; a space planner; representatives from Enrollment Services and the Joint Strategic Planning Committee the Strategic Budget and Planning Council; and a faculty representatives appointed by the Faculty Senate. The President shall appoint the chair.

~~**5.43.10 The Student Orientation Advisory Committee** shall advise the coordinator of Orientation regarding the planning, execution and review of orientation programs, and shall make recommendations regarding any aspect of the programs which address the concerns of the entire campus community.~~

~~**5.43.11** The membership shall comprise the coordinator of Orientation Programs, the Director of the Counseling Center, the Dean of Admissions the Dean of Students, the Dean of University College and Special Academic Programs, the Director of Enrollment Services, representatives of the Deans of the degree granting colleges, two undergraduate students chosen by the Student Senate, and two faculty members chosen by the Faculty Senate. One of the faculty members shall be elected chairperson by the committee.~~

5.44.10 The Diversity Week Committee shall develop and organize an annual program for the University of Rhode Island community that provides a variety of workshops, speakers, films and musical events for faculty, students, staff and citizens of the state to encourage respect for diversity and to work toward overcoming prejudice.

5.45.11 The membership shall comprise faculty, staff, undergraduate and graduate student representatives appointed by the President. The Vice President for Administration **and Finance** shall serve as chair

5.50.10 The Health Professions Advisory Committee shall comprise the Health Professions advisor, ~~and~~ faculty **and staff** members appointed by the Health Professions advisor **who acts as chair of the committee**. The committee, working with the Health Professions advisor, shall identify students interested in qualifying for admission to professional medical schools, including **allopathic and osteopathic** medicine, dentistry, ~~osteopathic and veterinary medicine~~, optometry, and physician assistant programs. The committee shall counsel such students to ensure that they meet ~~as rapidly as possible~~ the general minimum qualifications for admission to such schools and shall ~~counsel~~ **provide guidance to** students ~~who wish to identify with a particular school to ensure that the particular qualifications for that school are met~~ **as they draft their applications and prepare for interviews**. ~~The committee shall obtain data and maintain files for students in the program, medical school catalogs, a supply of application forms for admissions tests (MCAT, ADA Aptitude Test, etc.), data on University students applying to and enrolled in professional colleges (as furnished by appropriate agencies), and shall maintain a central office for the information on file.~~ The committee shall also **counsel students regarding the relevant standardized graduate admissions tests (MCAT, DAT, etc.)** and maintain contact with the professional ~~colleges~~ **schools** and their national organizations. In consultation with the Committee, the Health Professions advisor shall prepare ~~committee~~ letters of ~~recommendation~~ **holistic evaluation** for qualified students and assist both the students and the admissions boards of the colleges with other information that might be requested. ~~The Dean of the College of Arts and Sciences shall appoint the Health Professions advisor.~~

~~5.54.10 The University Affirmative Action & Equal Opportunity Committee shall report directly to the President and shall advise the Director of Affirmative Action, Equal Opportunity and Diversity in: (1) the development, interpretation, and implementation of affirmative action policy for the University as a whole, (2) the monitoring of complaints of discrimination received under other complaint procedures, and (3) the development and implementation of sexual harassment and racial and ethnic harassment policy and procedures. The committee shall evaluate progress, identify problem areas, and make recommendations for change in the areas of education and employment opportunities. The committee shall make an annual report to the President.~~

5.54.11 The committee shall be comprised of not fewer than eleven voting members appointed by the President and, together with its subcommittees, shall be representative of all sectors of the University. The following individuals shall serve as *ex officio* members without voting privileges: the President, the Director of Affirmative Action, Equal Opportunity and Diversity and the designee of the Vice President for Administration. The following individuals shall serve as *ex officio* members with the privilege of voting: the Director of Minority Student Services, the Assistant Dean of Students and the Coordinator of Handicapped Services. Appointments shall be for two years with one consecutive reappointment possible and shall rotate to allow for continuity. The committee should include men, women, minorities and non-minorities. The committee shall be authorized to establish the membership of subcommittees with the advice and consent of the President. The chair of each subcommittee shall be a member of the University Affirmative Action & Equal Opportunity Committee.

5.54.12 Two of the faculty members on the Affirmative Action and Equal Opportunity Committee shall be appointed upon recommendation of the Faculty Senate. The Senate's representatives to the committee shall report to the Faculty Senate at least once each year and at any time there is a major change in policy. They shall keep the Senate informed of policies in effect.

5.54.20 Subcommittees on Sexual Harassment and on Racial and Ethnic Harassment will provide campus education and advocate for victims of harassment. The subcommittees will propose, approve and oversee all programs designed to educate the community about harassment for the purpose of preventing its occurrence and informing everyone of available resources. Subcommittee members will be available for consultation, information and informal advice. Persons may elect to follow informal or formal complaint procedures as outlined elsewhere in the University Manual.

5.54.21 Members of both the Sexual Harassment Subcommittee and the Racial and Ethnic Harassment Subcommittee will be appointed by the President upon the recommendation of the Affirmative Action & Equal Opportunity Committee. In the interest of assuring representative bodies, the subcommittees will each consist of one continuing full-time faculty member, one non-classified staff member; one member each from: secretarial/clerical, technical/paraprofessional, skilled crafts and service/maintenance; one counseling psychologist from the URI Counseling Center; one graduate and one undergraduate student from the Kingston or Narragansett Bay Campus; and one undergraduate student from the Feinstein College of Continuing Education. Every effort will be made to assure that the membership of both subcommittees reflect all racial and ethnic minorities on campus. Appointments will be guided by considerations of continuity, experience and sensitivity to the concerns of women and members of racial and ethnic minorities. Members will serve two-year terms, with half the membership replaced annually. One member of each subcommittee will be appointed by the President as

~~subcommittee Chair. The Chairs of the Subcommittees shall be members of the Affirmative Action & Equal Opportunity Committee.~~

5.55.10 The Strategic Budget and Planning Council (SBPC) shall provide a transparent and inclusive process for the planning, budgeting, and assessment of university strategic directions, investments, and facilities. The Council shall be advisory to the President. It shall ensure that the University's Strategic Plan and Mission guide resource allocation and investments. Members of the Council shall bring expertise representing various aspects of the university community, but shall make decisions based on the best interests of the university as a whole.

5.55.11 The Council's guiding principles shall be that: a) an open, understandable, transparent system is important to the process of defining strategic priorities and allocating the resources of the University; b) a strong linkage must exist between the budget and the strategic priorities of URI; c) budget recommendations shall be guided by the university's mission and strategic plan and shall connect financial investments, strategic priorities, and expected outcomes; d) shared governance entails shared responsibility for the health and vitality of the institution; e) members operate from a university-wide perspective and must have the capacity and inclination to both inform analyses and understand the implications of the Council's recommendations; and f) annual evaluation of plans and budgeting allocations is an important component of the planning and budgeting process.

5.55.12 The Strategic Budget and Planning Council shall a) review budget proposals by divisions of the University and make budgetary recommendations for developing the University's yearly budgets that address strategic priorities, obligations, and other initiatives; b) develop and implement a budget planning cycle for decision-making that corresponds with State budget cycles; c) ensure that within each Division and Athletics there are guidelines and processes for planning and budgeting that facilitate collaboration and transparency and ensure effective use of resources; d) ensure that internal priorities identified through divisional planning are aligned with the overall University Strategic Plan and the Academic Plan and that potential resource allocations and reallocations within the divisions are recommended using a set of budget guidelines, principles, and procedures; these processes shall lead to a set of priorities from each division; e) conduct evidence-based analysis of the priorities and allocations emerging from the divisions, vetting priorities within divisions through the lens of institutional needs and directions and establishing indicators to assess outcomes; and f) recommend to the President a proposed University budget including potential institutional investments, funding recommendations (allocations and re-allocations), and rationale for proposed actions.

5.55.13 The Council shall conduct an annual retrospective assessment of previous investments in the context of the Strategic Plan and Academic Plan and make related recommendations for modification for future budgeting and planning.

5.55.14 The membership of the Strategic Budget and Planning Council shall have balanced representation from the University community, while maintaining a functional size. The Provost and Vice President for Academic Affairs shall serve as Chair and the Vice President for Administration and Finance as Vice Chair. Other members shall include academic Deans, at least four faculty members appointed jointly by the Senate and the President to two year staggered terms, and additional members chosen and appointed by the President from, but not limited to, representatives of the Student Senate and Graduate Student Association, athletics, university staff, external friends of the university, or other administrators. The Special Assistant for Academic Planning and the Office of Budget and Financial Planning shall provide staff support services to the Council. Other university offices, including but not limited to Institutional Research and Enrollment Services, may provide services and advice as requested by the Council.

General Faculty or Graduate Faculty Committees

5.60.10 The Honorary Degree Committee is a committee of the General Faculty. It shall comprise the Provost and Vice President for Academic Affairs, the Executive Director of External Relations and Communications, or representative, Vice President for University Advancement or representative, the Director of Communications and Marketing, and the Chief of Staff, President's Office; Assistant to the President; four members appointed by the President, one representing the alumni, one representing the community, two student members from the graduating class selected from a list recommended by the Student Senate; and three faculty members appointed by the Faculty Senate in accordance with Senate By-Laws section 6.3. Except for the two student members, the members appointed by the President and by the Faculty Senate shall serve for two-year terms. The Executive Assistant secretary to the Provost and Vice President for Academic Affairs shall provide staff support to the committee.

Joint Committees of the Faculty Senate and the President

~~5.71.10 The Competitive Grants Advisory Committee shall review proposals from faculty members and recommend to the URI Foundation Competitive Grants Committee those proposals it believes worthy of support. The URI Foundation Committee shall have the final decision-making authority regarding proposals to be funded.~~

~~5.71.11 The membership shall be comprised of three faculty members appointed by the Faculty Senate, three members appointed by the Provost and Vice President for Academic Affairs, and the Provost and Vice President for Academic Affairs, who will chair the committee.~~

University Manual Chapter 10 - Administrative Procedures

10.10.10 Business Procedures. The University's fiscal year is July 1-June 30. The dean or director concerned shall receive, in advance when possible, a complete set of budget request forms and a letter of instruction from the Budget Office for each of his/her departments. The Provost and Vice Presidents shall meet to finalize allocations to each division. Final allocations ~~are~~ shall be submitted to the Provost and Vice Presidents prior to the start of the fiscal year.

10.10.11 After preparation and review by the dean, and/or head of the department, one copy shall be submitted to the Budget Office. Budget review meetings of the deans, the President, and the Vice President for Administration and Finance ~~Vice President for Business and Finance~~ may be called for beforehand.

10.10.14 All money received by a department for the University shall be deposited in the Office of Enrollment Services promptly -- within three business days after the date of receipt. A university deposit slip, in duplicate, filled in completely, including chartfield and tender, shall accompany the deposit. ~~showing the fund and account to be credited, shall accompany the deposit.~~

10.10.15 All payments from a special University fund shall be made by the Accounting Office. Invoice Voucher Forms should only be utilized in situations where competitive pricing is not an issue or is specifically exempted by statute or regulation. See invoice voucher instructions for types of allowable items. Invoice vouchers must be approved by an authorized signatory, including chartfield string, vendor, and purpose. Invoice vouchers and invoices shall be sent to the Accounting Office for payment. ~~All payments from a special University fund shall be made by the Accounting Office as authorized on a payment order form prepared in duplicate, showing the fund account to be charged, payee and purpose. Payment orders shall be sent to the Accounting Office for payment. Upon preparation of the check, the duplicate payment order and the check shall be forwarded to the person requesting payment for transmittal to the payee.~~

10.11.10 Requisitions. A University on-line requisition shall be prepared in advance for all purchases chargeable to departmental funds. This includes both external vendors and internal vendors. The requisition shall indicate the chartfield to be charged, an estimated cost of materials/services, and a category code number. On-line requisitions will electronically route to the responsible person(s) based on the chartfield string(s) and signature authorization. ~~A University requisition shall be prepared in advance, in triplicate, for all purchases chargeable to departmental funds; the white and yellow copies shall be sent to the Purchasing Office, the pink copy retained by the department. The requisition shall indicate 1) budget account to be charged, 2) estimated cost of materials, and 3) commodity code number. Both copies shall have the signed approval of the dean of the college and/or the head of the administrative department involved.~~

10.12.11 Interdepartmental on-line requisitions shall be prepared for materials and services requested of one department by another. ~~, and processed through the~~

Accounting Office, indicating the name of the department being requested to supply the materials or services.

10.12.13 It shall be the responsibility of the Controller's Office of Accounts Receivable to prepare billing invoices for materials and services supplied by University departments to outside agencies. All departments supplying materials and services to agencies outside the University shall report items to be billed monthly to the Controller's Office of Accounts Receivable on a URI Invoice form. Sales tickets or other evidence that the material has been supplied or services have been performed shall be attached to the credit statement. ~~It shall be the responsibility of the Office of Enrollment Services to prepare invoices for materials and services supplied by University departments to outside agencies. All departments supplying materials and services to agencies outside the University shall report items to be billed monthly to the Office of Enrollment Services on a University credit statement form. Sales tickets or other evidence that the material has been supplied or services have been performed shall be attached to the credit statement.~~

10.15.10 Financial Policies administered by the Controller shall be distributed widely and posted on the Controller's website. Policies with regard to sponsored and cost accounting shall also be included. ~~Administered by the Controller shall be distributed widely and included in the Controller's Policy Manual. Policies with regard to grants and contracts shall also be included in a manual that is distributed to research faculty and business managers. These policies may be obtained from the Controller's Office and from the Office of Grant and Contract Accounting.~~

10.20.12 The normal contract year shall coincide with the fiscal year of the University, beginning July 1 and ending June 30, following.

10.20.13 New faculty members may normally expect their first payroll check within two weeks after the beginning of the academic year, and payments shall be made biweekly thereafter. Before the first of November a faculty member whose initial appointment is on an academic year basis shall receive a separate check covering the period from July 1 to the beginning of the pay period covered by his/her first payroll check.

10.20.16 Employee absences due to sickness, vacation, or leave without pay shall be recorded on URI Attendance Reports, Form UP-6, or the Monthly Report of Discharged Vacation and Sick Leave Hours as required.

10.21.20 Student Payroll. Data concerning hours worked by student employees shall be entered and authorized electronically through the time and attendance system on a biweekly basis. Student Employment Periods are generally from September 1 through May 30 (academic year) and June 1 through August 31 (summer). Actual employment dates are more closely defined by Student Enrollment Service's academic calendars. ~~recorded and authorized on a monthly~~

~~Payroll Time Card and submitted to the Payroll Office for each month worked during the Student Employment Periods. The Student Employment Periods are defined as September 1 through May 30 and June 1 through August 31.~~

10.33.10 University-Sponsored Educational Field Trips. The deans of the several colleges shall furnish information pertinent to field trips to the Vice President for Administration and Finance for use in arranging vehicle rental service.

10.42.12 Intellectual Property may arise from the development of a new and useful process, device or apparatus, article of manufacture, design, composition of matter (including, but not limited to, a chemical compound, microorganism, nucleotide sequence, amino acid sequence, equipment, device, genetically engineered organism, and the like), plant, or related improvement, or a new use for a known material or device or related improvement. ~~, or a new use for a known material or device.~~ This class of IP will be considered as Patent IP, which includes patent applications and Plant Variety Protection. In addition, other intellectual property under the Copyright IP may include written material, spoken description, sketches, musical scores, sculptures, and paintings. Software code will be considered under Copyright IP and/or Patent IP. Trademarks will be considered separately under Trademarks IP. Any individual who is uncertain should contact the IPMAC Office and request guidance.

10.47.10 Applications for Research Grants and Contracts. All applications for Research Grants and Contracts must be signed by the Vice President for Research and Economic Development or the Vice President for Administration and Finance or their respective designees. At least one such signature must carry full Board authority to contract for the University of Rhode Island.

~~10.61.11 Smoking is prohibited in all buildings and facilities, except in areas specifically designated by the President. For Non-Smoking Policy see Appendix G.~~

10.62.10 News and Public Information. It is the policy of the University to distribute news and public information about campus activities, policies and procedures to broad audiences through the URI Office of Communications and Marketing, News Bureau. The purpose of this centralization of public information activities is to permit an orderly flow of information and fair treatment of all media. In order to do this work, professionally-trained personnel are employed who have the equipment, background information, and the day-to-day experience necessary to service the press, radio and television, online media outlets, and other groups requiring authoritative information. The office is also responsible for the marketing and branding of the institution, and is the central clearinghouse for external advertising, website development, and social media coordination in order to ensure consistency with brand messaging and guidelines.

10.62.11 It is also the policy of the University to encourage administrative officials, and faculty, when contacted by the Communications and Marketing, News Bureau,

to answer questions regarding their areas of responsibility and expertise, since these persons have the detailed data and experience necessary for a full understanding of the subject. When there are questions beyond their scope of responsibility, or questions about University-wide policies, University personnel are requested to contact-notify their immediate superiors, the Vice President of their division, or in their absence and work with, the Director of Communications and Marketing, who may seek assistance from the President of the University or such other persons as he/she deems necessary to answer questions. Disciplinary, personnel, and confidential matters, the disclosure of which might be detrimental to the individuals or to the orderly process of the University, should be referred to the Director of Communications and Marketing.

10.62.12 With regard to the relationship between the University's police and press, the Director of Security and the Director of Communications and Marketing exercise supervision over the distribution of information in keeping with established policies. The University will not report information when premature disclosure would prevent the apprehension of persons suspected of being involved in criminal acts where such disclosure would hamper police officials in the prosecution of a case before the courts.

10.70.10 Policies on Fund Raising. The University encourages private giving to help meet its needs. The URI Foundation, an independent 501c3, is charged with conducting and administering all fundraising activities on behalf of the University. All University personnel seeking to solicit money, foundation grants, equipment, or any other forms of private support in the name of the University shall first consult with the their dean or director who shall consult the unit liaison with the URI Foundation President Vice President for University Advancement for discussion and/or approval of the proposed fund raising procedures and the potential donors who will be contacted. For additional information about the URI Foundation, please visit the website: <http://www.urifoundation.org>

The URI Research Foundation is not associated with the URI Foundation (see 3.50.10 - 3.50.21 for information about the Research Foundation).

~~**10.70.11** University personnel who are requested to cooperate with external groups seeking to raise money in the University's name must advise the group of the University's policies on fund raising (sections 10.70.10-10.70.16). If any external group is unwilling to follow these procedures, University personnel may not participate in these efforts and the groups involved shall not be allowed to solicit funds using the name or logo of the University in any manner nor shall University employees accept funds from these groups.~~

~~**10.70.12** All gifts shall be recorded by the URI Foundation for credit to appropriate accounts and reported to the University. The URI Foundation shall prepare and distribute acknowledgments for such gifts.~~

~~10.70.13 All proposed gifts or general funds which involve restrictions must be reviewed by the URI Foundation before the gift is accepted or the fund is created. All gifts must comply with gift acceptance policies outlined by the URI Foundation.~~

~~10.70.14 Once accepted, gifts must be used in accordance with the donor's wishes. Therefore, at the end of each fiscal year, or sooner, if requested, a detailed accounting of all gift receipts and expenditures shall be made to the President of the University; the Vice President for Administration and Finance, and to the other stakeholders involved in obtaining the gifts. Accounts which are not otherwise audited by the University shall be audited annually in accord with generally accepted professional accounting procedures. A copy of the audit report shall be made available to the President and other University staff as the President may designate.~~

~~10.70.15 Expenditures and withdrawals from Foundation administered gift accounts will be made only in accordance with approved procedures and policies administered by the **URI Foundation and Vice President for Administration and Finance**. **Payment from URI Foundation gift accounts** shall be subject to all University established accounting controls over disbursements and reporting. Withdrawals and expenditures from Alumni accounts need to be processed through the URI Alumni Association.~~

~~10.70.16 It shall be the policy of the University and URI Foundation to cooperate with external groups, particularly alumni who seek to raise funds in keeping with these policies. If a group wishes to use Alumni information in support of fundraising, these services can only be provided in accordance with approved URI Foundation and Alumni Association policies.~~

10.80.10 Budget Process. The Vice President for Administration **and Finance** shall publish and make available to all faculty a calendar showing key dates for the annual budget process which affect all faculty, department heads and deans.

10.80.11 Department chairpersons shall solicit ~~actively~~ faculty participation in the budget process of the department.

10.80.13 The Vice President for Administration **and Finance** shall make available in the University Library two copies of the budget request as submitted to the Board of **Education Governors** when finalized for a given fiscal year.

CHANGES INCORPORATED
Informational Report on Changes to Administrative Portions of the
University Manual, Chapters 2, 5, and 10

University Manual
Part I
Chapter 2 - The Administration

2.10.10 Channel of Authority. The normal channel of authority from the Board of Education to the faculty, administration and staff of the University shall be through the President. All faculty members and administrative and other officers shall be responsible, through appropriate channels, to the President and only through him/her to the Board of Education.

2.11.10 Administrative Officers and Staff. The primary officers of administration shall be the President of the University, the Provost and Vice President for Academic Affairs, the Vice President for Administration and Finance, the Vice President for Research and Economic Development, the Vice President for Student Affairs, and the Chief Diversity Officer and Associate Vice President for Community, Equity, and Diversity.

2.13.10 Succession. During periods when the President is unavailable or incapacitated, and in the absence of specific action to the contrary by the Board of Education, the Provost and Vice President for Academic Affairs shall discharge presidential responsibilities as necessary.

2.13.11 In the event that the Provost and Vice President for Academic Affairs also shall be unable to act, the Vice President for Administration and Finance shall do so. In further sequence, the responsibilities shall be assumed as follows: the Vice President for Research and Economic Development, and the Vice President for Student Affairs.

2.13.12 The policy in this section (2.13.10-2.13.12) shall relate to functioning only and in no instance shall the title "Acting President" be used except by specific authorization of the Board of Education.

2.14.20 Appointment of Vice Provosts, Associate and Assistant Vice Presidents, and Assistant and Associate Deans. Whenever one of these positions becomes vacant, there will be an Affirmative Action Search conducted by the administrative unit in compliance with Affirmative Action hiring procedures.

2.14.22 The search committee shall be comprised of at least five members who are representative of the unit or of the faculty of the College. Each search committee shall also include appropriate staff and student representation. The search committee shall be appointed by the Provost and Vice President for Academic

Affairs, Vice President or Dean of the College in consultation with the Director of Affirmative Action, Equal Opportunity and Diversity.

2.15.10 The President shall be the Chief Administrative Officer of the University as provided in the rules and regulations of the Board of Education.

2.20.10 The Provost and Vice President for Academic Affairs shall serve as the Chief Academic Officer of the University with overall supervision for the teaching and research missions of the University and of the faculty. The Provost and Vice President for Academic Affairs shall serve as a member of the President's Senior Leadership Team. In addition, the Provost and Vice President for Academic Affairs shall (2.20.11-2.20.20):

2.20.20 Provide oversight of the Honors Program (see 8.60.10-8.65.13 for description of program; 4.42 of Faculty Senate By-Laws for duties).

2.20.21 In carrying out these responsibilities, the Provost and Vice President for Academic Affairs shall be assisted by the following (2.21.10-2.35.10):

2.21.10 The Vice Provost for Academic Finances and Academic Personnel shall be responsible for assisting with issues related to academic finances and resource allocation, personnel, strategic data and unit performance analyses, and linking budget process with strategic planning. The Vice Provost shall also be responsible for the Office of Institutional Research (see 3.44.10).

2.22.10 The Vice Provost for Faculty Affairs shall serve as a liaison between the University of Rhode Island faculty and the Office of the Provost, ensuring the faculty perspective is reflected in analyses and policies considered by the administration. These include academic matters between the Provost's Office and the faculty broadly and Faculty Senate more specifically, such as general education, program and curriculum development, faculty development, assessment, and academic regulations and policies. The Vice Provost for Faculty Affairs also oversees the University's global education strategies, programs, and partnerships, including recruitment of and support for international students, and support for faculty who engage in global education and research. The Vice Provost for Faculty Affairs, along with the other Vice Provosts, shares responsibility for advancing diversity and equity by promoting a community spirit, a climate of respect and fairness, and curricular transformation that reflects multicultural perspectives. .

2.22.12 In carrying out these responsibilities, the Vice Provost shall be assisted by the following (2.22.20-2.22.40):

2.22.20 The Director of the Office for the Advancement of Teaching and Learning who shall be responsible for providing leadership, support and vision for the advancement of teaching and learning with special emphasis on faculty

development, curricular enhancement, and pedagogical advancements related to learning outcomes and assessment, online pedagogy, and teaching with technology.

2.22.21 In carrying out the responsibilities outlined above, the Director shall be assisted by an Assistant Director of Student Learning, Outcomes Assessment and Accreditation, two Assistant Directors of Online Education, and two Assistant Directors of Faculty Development.

2.22.30 The Special Assistant to the Provost for Global Strategies and Academic Partnerships, who leads the strategic planning, development, implementation, and monitoring of global education and partnership programs; identifies opportunities for global partnerships in collaboration with colleges; coordinates with Admissions and the Graduate School on international recruitment strategies; and assists faculty in developing international partnerships and networks. The Special Assistant also serves as liaison for partnerships with English language and pathway programs and the Fulbright Program.

2.22.40 The Director of the Office of International Education and National Student Exchange, who oversees the immigration process and compliance with the Department of Homeland Security; provides advice and training to assist with campus internationalization goals; oversees global exchange programs, faculty led international programs, and the English Language Studies (ELS) program; coordinates with Enrollment Services on the advancement of globalization through policy and processes; and coordinates with the Office of Legal Counsel on memoranda of understanding for global partnerships and exchanges.

2.23.10 The Vice Provost for Enrollment Management shall provide leadership, support, information and analysis in the areas of student recruitment, financial aid and scholarships, and persistence toward graduation as part of an effort to integrate enrollment planning and student success.

2.23.11 In carrying out these responsibilities, the Vice Provost shall be assisted by the following (2.23.20-2.23.34):

2.23.20 The Dean of Admissions shall plan and develop enrollment goals and management policies related to recruitment, admission, enrollment, and retention of undergraduate students; shall manage the staff and administer the budgets of the Office of Undergraduate Admissions; shall prepare and evaluate plans and statistical reports on admissions, enrollment and retention; and shall serve as the spokesperson for the University in these matters.

2.23.30 The Director of Enrollment Services shall provide overall vision and leadership for the Office of Enrollment Services; assure appropriate coordination of processes within the Office and establish short- and long-range plans for the integration and delivery of enrollment services, and establish budgetary priorities and advocate for the office in the budget process.

2.23.31 The Director shall manage and be responsible for the collection and deposit of all University receipts, including student fees, grant and contract revenues, student aid revenues and miscellaneous income.

2.23.32 The Director shall manage all aspects of registration, student academic records, and faculty services functions.

2.23.33 The Director of Enrollment Services shall administer federal, state, institutional, and private programs of student financial assistance in the areas of loans, grants, and scholarships.

2.23.34 In carrying out the responsibilities outlined above, the Director of Enrollment Services shall be assisted by Senior Associate Directors.

2.24.10 Chief Information Officer (formerly Vice Provost for Information Technology Services) shall be responsible for planning, coordination and leadership for the University's academic and administrative information resources, including, but not limited to all units of the Office of Information Technology Services. Responsibilities include oversight of Media and Technology Services and the University Computing Systems, including budget development, personnel management, and supporting the University's work with its academic and community partners. (See 3.43.10-11)

2.24.11 In carrying out these responsibilities, the Chief Information Officer shall be assisted by the following:

2.24.20 The Director of Media and Technology Services shall oversee customer-facing support and end-user services to students, faculty and staff for major administrative and academic computing systems and applications.

2.24.30 The Director of University Computing Systems shall oversee support of the University's major computing systems and services intrinsic to running a comprehensive and robust university network.

2.24.40 The Associate Director for URI Information Security shall oversee protection of the University's information resources from both internal and external threats through application of security best practices to ensure the confidentiality, integrity and availability of the University's information resources.

2.25.10 The Dean of University Libraries shall be responsible for planning, coordination and leadership for the University's Libraries. (See 3.42.10-11)

2.26.10 The Dean of the Alan Shawn Feinstein College of Continuing Education shall provide executive leadership and coordination for all programs and facilities associated with the Alan Shawn Feinstein College of Continuing Education and the

University's urban programs and initiatives, and serve as the principal advocate for advancing the University's role as a federally designated Urban Grant University. (See also 3.40.10-14).

2.35.10 The Dean of the University College for Academic Success (See 3.21.21-23 for duties.)

2.39.10 The Ombudsman shall investigate complaints from members of the University community -- students, faculty, and administrative personnel -- that they have been unfairly dealt with in the normal channels of administrative process. The Ombudsman's office is not intended to replace those normal channels. The services of the Ombudsman are an exceptional administrative procedure to be used only when the normal channels do not adequately respond.

2.39.11 The Provost and Vice President for Academic Affairs and the Faculty Senate Executive Committee shall jointly nominate a full-time, tenured faculty or an emeritus faculty for the post of Ombudsman and shall submit the name of a nominee to the Faculty Senate for confirmation, no later than May 1st of the year in which the Ombudsman's term is to begin.

2.39.12 The Ombudsman shall serve for a period beginning the day after Commencement following his/her election and ending one week before registration, approximately 27 months later. There shall be no limitation on the number of times a person is elected to the office. The Ombudsman shall serve on a year round basis during his/her term of office. An Ombudsman who is on academic year appointment shall recontract for the summer under the terms governing department chairpersons. During the transition between the confirmation of his/her successor in May and his/her termination, the outgoing Ombudsman will be responsible for processing cases originating before Commencement in his/her terminal year. His/her successor will be responsible for processing cases which originate after Commencement and those cases which remain unresolved as of one week before registration. Close cooperation between the outgoing and succeeding Ombudsman during the period of transition is expected.

2.39.13 The Areas of Responsibility of the Ombudsman are Equity, Critical Review, and Recommendations and Report.

Equity: to help individuals or groups in specific cases to get just and equitable treatment. In securing equity, the Ombudsman shall: afford full opportunity for presentation in confidence of any complaint or grievance from any student, faculty member, or member of the administrative staff alleging unfairness, discourtesy, undue delay, or other malfunctioning in any and all processes at the University of Rhode Island; investigate, in confidence, to determine the degree of validity of the complaint; and mediate or otherwise resolve the problem, arriving in confidence at what appears to him/her to be a just resolution (in the dismissal of the complaint, or in recommended action based on the verified complaint). (The Ombudsman will not

be expected to concern him/herself with the normal operations of established grievance processes or disciplinary procedures contained in the University Manual, except that s/he may, on the basis solely of his/her own judgment, inquire into possible bias or malfunction in any of those proceedings, and make a confidential report thereon to the office of the President and to the Chairperson of the Faculty Senate).

Critical Review: to help administrative functionaries (whether connected with Student Government or with faculty or administrative offices) to improve their processes, not only correct a particular inequity or injustice but also to prevent its recurrence. In carrying out this function the Ombudsman shall: be receptive to all suggestions, comments and criticism regarding the general functioning of University processes and procedures (as distinguished from individual grievances or complaints of inequity); make appropriate inquiries; make recommendations in confidence to the administrative officer who heads the particular unit involved; and report to the office of the President and to the Chairperson of the Faculty Senate as to the disposition of the recommendation.

Recommendation and Report: on the basis of inquiry and experience to recommend such changes in procedure and practice as may seem to him/her to be appropriate, and to make a final public report of his/her actions. In fulfilling this function, the Ombudsman shall: in addition to any recommendations submitted in connection with the foregoing functions, from time to time, make such reports and recommendations as s/he deems wise, directly to the office of the President and to the Chairperson of the Faculty Senate, with such substantiation as may be appropriate and prepare an annual report reviewing and evaluating the activities of his/her office during the year, the report to be distributed to the general faculty, the members of the Student Senate, and deans, directors and department heads. In addition to the annual report, the Ombudsman shall periodically publish in appropriate campus media information on University regulations and suggestions regarding their application.

2.39.14 The Primary Task of the Ombudsman shall be to serve as a confidential investigator in any specific case of alleged inequity, unfairness or maladministration. In carrying out this task, s/he shall be an impartial spokesperson, both to the person making the complaint and to the person(s) against whose performance the allegation is brought. The Ombudsman may inquire at the office or other location where the offense is alleged to have been committed, shall be given access to all relevant guidelines, principles, rules, regulations and similar data, and shall be given access to relevant aspects of the case. S/he shall enjoy the complete cooperation of the faculty, administrators or students against whom complaints have been brought. S/he shall receive complete and courteous cooperation from any complainant. S/he shall carry out his/her work in privacy, and with full respect for the rights and immunities of all parties. All records, correspondence, and communications in the office of the Ombudsman shall be kept in a locked file under sole control of the Ombudsman.

2.39.15 Having completed his/her inquiries s/he shall make such disposition of each case as, in his/her sole judgment, is best. S/he may dismiss the charges as without foundation or merit. S/he may recommend corrective action to achieve justice or equity in the particular case. S/he shall determine the question of equity and fairness not on the basis of opinion or bias or preference, but on the basis of whether or not the rules, guidelines and other governing statutes have been followed honestly and fairly without undue delay. If s/he finds that a particular rule or regulation or statute is itself unfair or makes for inequity, s/he shall convey that finding to the office of the President and to the Chairperson of the Faculty Senate; but s/he shall not at the same time make a finding against an individual who has faithfully adhered to the guidelines then governing the case. Should the Ombudsman arrive at conclusions which are critical of the operations and practices of the office of the President, or of the Presidential disposition of cases duly reported by the Ombudsman to the President, s/he shall so inform the President; and if there is no resolution of the problem which is satisfactory to him/her the Ombudsman may take the matter directly to the Chairperson of the Board of Education informing the President before s/he does so.

2.39.16 Powers of the Ombudsman shall include: access to all records pertinent to any allegation of inequity or injustice or other grievance coming under his/her jurisdiction; the right to inquire of any officer of instruction or of administration, or of any member of the clerical and custodial staffs, or of any student, in connection with his/her proper inquiries and to receive full and complete answers; the right to mediate or otherwise arrive at a compromise or to arrive at his/her own proposal for solution of the problem at hand; the right to present his/her recommendations for solution to the parties involved and to report such recommendations to the supervisory officers of the person(s) involved and to the office of the President and to the Chairperson of the Faculty Senate; and having completed the foregoing process in confidence the right to make a final public report on the matter.

2.39.17 The Ombudsman shall be provided with office facilities by the Provost and Vice President for Academic Affairs including part-time secretarial help.

2.39.18 Compensation and Release Time. If the nominee is a full-time faculty member, his/her teaching and/or research load shall be adjusted in consultation with his/her departmental chairperson, his/her dean, and the Provost and Vice President for Academic Affairs. Every effort shall be made to reduce his/her teaching and research load appropriately and professional expectations for accomplishment in these areas shall reflect this commitment to the position of Ombudsman. S/he shall be free of all committee assignments, student advising and other similar duties, during his/her term of office. The faculty member's department shall be provided with replacement funding from the Provost and Vice President for Academic Affairs to the extent of one course per semester. Any additional release time for a full-time faculty member shall be negotiated by the nominee with the Provost and Vice President for Academic Affairs before Faculty Senate confirmation.

The summer retainer and any compensation for an emeritus faculty member shall be provided by the Provost and Vice President for Academic Affairs.

2.39.19 Student Assistant. The Ombudsman shall be assisted by a student appointed by the President by July 1 each year in accordance with the procedure outlined below. In March of each academic year, the Student Senate and Graduate Student Association shall conduct searches for their nominees to the position of Student Assistant to the Ombudsman. The searches shall be conducted in a manner established by each organization. The names of no more than three nominees from each group shall be forwarded to the current Ombudsman by April 15. Finalists for the position shall be interviewed by a committee composed of the Ombudsman and a representative of the Provost and Vice President for Academic Affairs. The committee shall be convened by the Ombudsman and shall make its recommendation to the President no later than June 15. The Ombudsman's Student Assistant shall perform his/her duties in consultation with and under the direction of the Ombudsman, shall serve a one-year term, and shall be eligible to succeed himself/herself without a search. The Ombudsman's Student Assistant shall receive a stipend of \$1000 per semester, to be paid by the University. #03-04--23

2.39.20 Conflict of Interest. If a complaint to the Ombudsman in any way compromises the objectivity of the Ombudsman in handling the case, a past Ombudsman may be called upon to serve on an ad hoc basis. This arrangement shall be mutually agreed upon by the Ombudsman, the Chairperson of the Faculty Senate and the past Ombudsman concerned.

2.40.10 The Vice President for Administration and Finance shall be responsible for the financial, personnel, labor, construction, security and safety activities of the University and for all matters concerning its development, operation, property, and plant. The Vice President shall serve as a member of the President's Senior Leadership Team.

2.41.13 The Director of Public Safety shall be responsible for matters of physical security and the administration of University Police and Security; Parking and Transportation Services; Environmental Health and Safety, including occupational health, industrial hygiene, hazardous materials, chemical, radiological and biological safety; Fire and Life Safety, including inspection, code compliance and alarm services; Emergency Management and Homeland Security; communication systems, and administrative fiscal, clerical support and technical services.

2.41.17 The Director of Campus Planning and Design shall be responsible for planning and design of campus physical improvements, new construction and renovation projects of buildings, utilities and landscape, space planning and maintenance of University's aesthetic and functional objectives, including longevity, sustainability, functionality and architectural appropriateness.

2.42.10 The Assistant Vice President for Human Resources and Director of Labor Relations shall be responsible for the development and improvement of employment at the University and shall direct change in the reporting systems of employee records, as well as be in charge of maintaining the collective bargaining agreements between the Board of Education and the Unions representing University employees.

2.44.10 The Director of Budget and Financial Planning shall be responsible for preparing the University budget for presentation to the Board of Education and the State of Rhode Island, for developing in-house allocations to all cost centers, for monitoring levels of actual expenditure to prescribed allotments, for projecting the financial status of the University, and for developing financial inputs into academic programs.

2.45.10 The Controller shall be responsible for establishing, coordinating and maintaining through authorized management an integrated plan and system for the control of financial operations in accordance with operating policies, and shall be responsible for the following (2.45.11):

2.45.11 The Associate and Assistant Controllers shall be responsible for the design and maintenance of internal fiscal controls and the analysis and reporting of financial data, including the University-wide annual audit. In addition, they shall be in charge of the recording and reporting of financial transactions and the management of cash flow forecasting and cash management.

2.50.10 The Vice President for Research and Economic Development shall serve as the Chief Research Officer of the University with overall supervision for the research and economic development missions of the University and shall serve as a member of the President's Senior Leadership Team.

2.50.13 The Vice President shall have oversight of the University of Rhode Island Research Foundation and serve as an *ex officio* member of the Board of Directors. (see 3.50.10-3.50.21).

2.60.10 The Vice President for Student Affairs shall be responsible for integrating within the academic goals of the University the broad range of programs and activities that constitute the life of the student outside the classroom and for assuring that each student has the opportunity for a fully integrated and absorbing educational experience, including the cultural, social, academic, and recreational aspects. In addition, the Vice President shall be responsible for guiding and coordinating the fiscal management and programs of the student service auxiliary enterprises. The Vice President shall serve as a member of the President's Senior Leadership Team.

2.60.11 The Vice President shall have administrative responsibility for the Memorial Union Advisory Council, the Student Health Advisory Council, the WRIU

Advisory Committee, and the Student Rights and Responsibilities Committee (see 5.73.10 -5.73.13). In carrying out these responsibilities, the Vice President shall be assisted by the following (2.61.10-2.73.10).

2.66.10 The Director of the Memorial Union and Student Involvement and the Center for Student Leadership Development shall be responsible for the overall management of the Memorial Union as an integral part of the University's educational mission; supervising its services and facilities through coordination of physical, financial, and personnel resources; coordinating non-athletic co-curricular campus activities; advising all student organizations concerning their student activity programming needs; maintaining a master calendar of activities and facilities for non-academic events; and working closely with the Memorial Union Board of Directors, the Memorial Union Advisory Council, and the Student Center for Student Leadership Development.

2.73.10 The Manager of Conference and Special Program Development shall be responsible for the promotion and operation of conferences and special programs and shall do so in cooperation with other University departments as appropriate.

2.80.10 The University of Rhode Island Foundation President shall be responsible to the University Foundation Board of Directors to conduct the business of the Foundation, including fundraising and endowment management operations. The URI Foundation President shall serve as a member of the President's Senior Leadership Team.

2.80.20 The Executive Director of Alumni Relations shall direct the alumni office, supervise alumni publications, promote the alumni program in the field; maintain alumni records and mailing lists and work with class officers on plans and programs for reunions and other alumni events; organize and strengthen alumni clubs and their programs; promote with undergraduate groups an understanding of Alumni Association objectives. The Director shall work with the President of the University, and serve as liaison for the URI Foundation and the Alumni Association Board.

2.80.30 The Executive Director, External Relations and Communications shall report to the President and, as a member of the President's Senior Leadership Team, shall serve as a senior communications advisor to President's Senior Leadership Team regarding public issues. The Director shall be responsible for university relationships with external stakeholders, including Chambers of Commerce, opinion leaders, civic groups, and others as well as for the offices of Communications and Marketing and Publications and Creative Services, publications such as *QuadAngles*, and the University's Speakers Bureau

2.82.10 The Chief of Staff to the President shall report to the President and provide executive level support to the President as a member of the President's Senior Leadership Team and shall serve as liaison for the President with the following: the Vice Presidents and members of the senior leadership team, the URI

Foundation; the URI Alumni Association, the Council of Postsecondary Education, and the Board of Education. The Chief of Staff shall be responsible for the overall management of the Office of the President as well as the Office of Public Programming and Special Events.

2.83.10 The Director of Athletics shall report to the President and shall be responsible for men and women's intercollegiate athletics, and as the coordinator of athletic facilities, shall be responsible for the management of facilities and equipment. The Director is a member of the President's Senior Leadership Team.

2.84.10 The General Counsel shall provide legal services to the President and his staff; represent the President and the university before boards, commissions, and courts as necessary, and such other duties as the President may assign.

2.85.10 The Chief Diversity Officer and Associate Vice President for Community, Equity and Diversity shall work as part of the senior leadership team; lead the effort to integrate diversity, equity, and community into the University's core mission, vision, and strategies; serve as a member of the President's Senior Leadership Team; advise and inform the President on all issues related to diversity, equity, and the development and sustenance of a vibrant and diverse community of students, staff, and faculty throughout the University; interface regularly with all Vice Presidents and all divisions to ensure that active and viable diversity and community initiatives are being developed and implemented in all divisions. The Chief Diversity Officer shall be assisted by the following (2.85.20-2.85.70):

2.85.20 The Director of Affirmative Action, Equal Opportunity and Diversity shall serve as an educator and spokesperson for the University regarding issues of affirmative action, equal opportunity and diversity. The director shall develop, implement, supervise and monitor affirmative action and equal opportunity programs in compliance with state and federal regulations, Board of Education policy, and the University's goals to enhance diversity within the University community. In carrying out these responsibilities, the Director shall be aided by an Assistant Director.

2.85.30 The Director of the Women's Center shall develop programs, services and activities for the University of Rhode Island Women's Center. The Director shall provide leadership in promoting equitable education and access for women students and shall provide programming in support of women students, faculty and staff. In carrying out these responsibilities, the Director shall be aided by an Assistant Director.

2.85.40 The Director of the URI Gender and Sexuality Center shall coordinate and direct University-wide services and programs for the LGBTQ community. The Director shall be responsible for the Gender and Sexuality Center and the development of the Center's programs, policies and practices.

2.85.50 The Director of Multicultural Student Services shall be responsible for programs and services to multicultural students and the management of the multicultural center. In carrying out these responsibilities, the Director shall be aided by an Assistant Director.

2.85.60 The Director of Community and Organizational Development shall be responsible for providing leadership, assessment and organizational development relating to cultural change, diversity and strategic management; develop mentoring programs for faculty, staff and students; develop collaborative initiatives and programs that enhance a sense of community and create and implement educational programs that enhance multicultural competencies.

2.85.70 The Director of Faculty and Staff Recruitment and Retention shall be responsible for developing and managing diversity initiatives to recruit, retain, and create a welcoming work environment for diverse employees; develop strategies to provide support and direction to search committees in order to attract diverse candidates; establish local, national, and international recruitment networks to identify outstanding diverse candidates.

University Manual

Chapter 5 - Committees of the University

Committees falling under Presidential jurisdiction

5.23.10 The Institutional Biosafety Committee (IBC) shall review and approve the use of recombinant DNA, synthetic DNA, infectious microorganisms, certain biological toxins, and human or nonhuman blood, unfixed tissues or cells in all research projects and educational activities under the jurisdiction or control of the University. The use of these materials shall be in accordance with the National Institutes of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules and the U.S. Department of Health and Human Services Biosafety in Microbiological and Biomedical Laboratories as well as any other applicable federal, state and local law.

5.23.11 The membership shall comprise at least five members appointed by the Vice President of Research and Economic Development selected so that they collectively have experience and expertise in recombinant or synthetic nucleic acid molecule technology and the capability to assess the safety of recombinant or synthetic nucleic acid molecule research and to identify any potential risk to public health or the environment. At least two members shall not be affiliated with the institution (apart from their membership on the Institutional Biosafety Committee) and who represent the interest of the surrounding community with respect to health and protection of the environment. The Vice President for Research and Economic Development or the Vice President's designee shall serve *ex officio*, as a non-voting member. An effort will be made to appoint members to the IBC that will

have the qualifications of experience and expertise needed to provide guidance and counsel to researchers.

5.24.10 The Conflict of Interest Management Committee (CIMC) is responsible for the review and assessment of all financial disclosures related to research projects at URI and for determining any actions required to ensure that real or perceived financial conflicts of interest are managed or eliminated as required by the RI Public Private Partnership Act as well as any other applicable federal law or policy.

5.24.11 The membership shall be appointed by the Vice President of Research and Economic Development and shall at a minimum include a designee from the RI Board of Education, a public member, and a faculty member from an institution of higher education outside the system of public higher education in Rhode Island. The Vice President for Research and Economic Development or the Vice President's designee shall serve *ex officio*, as a non-voting member.

5.30.10 The Intellectual Property Committee (IPC) shall represent and act for the University in intellectual property policy matters subject to the approval of the President of the University (see sections 10.40.10-10.46.36).

5.31.10 The Watson House Committee shall manage and provide care for the restoration process, the furnishing and the general care of Watson House. The committee shall be appointed by and report to the Vice President for Administration and Finance.

5.35.10 The President's Commission on People with Disabilities at the University of Rhode Island shall work to ensure an equitable, inclusive, universally designed, and welcoming community in terms of safety, wellbeing and education for students, faculty and staff who have disabilities. To accomplish its mission, in the context of social justice, the commission shall: Encourage a climate to celebrate differences and abilities among all people at URI, while affirming the many outstanding contributions of people with disabilities to the campus community; identify major topics of concern for people with disabilities; propose policies, programs and training so that URI's ongoing dialogue of social justice and civil rights continues to include issues related to disability; collaborate with all areas of the university community to recommend accessibility, safety, and universal design of buildings, the curriculum, programs, and services; advise primary URI administrators on issues of disability; monitor the effectiveness of proposed/implemented policies and initiatives; communicate progress of these efforts to the administration and surrounding community; and submit to the senior leadership team and their designees, recommendations that would enhance inclusion and equal opportunity for people with disabilities.

5.35.11 The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a

variety of faculty, staff, administration, and student perspectives on equity and inclusion for people with disabilities at URI.

5.35.12 The Co-Chairs shall consist of one faculty member and one staff member. The commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, on a staggered basis.

5.35.13 The President shall appoint the Student Advisor in consultation with the Chief Diversity Officer. The commission shall forward its nominee for Student Advisor to the Co-chairs from the membership to the President. The term of the Student Advisor shall be for one year; subject to renewal on recommendation of the membership.

5.35.14 The commission shall meet on a regular basis during the academic year. The co-chairs, with the Student Advisor, shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

5.35.15 The commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

5.37.10 The President's Commission on Faculty, Staff, and Students of Color is to make recommendations to the President and Chief Diversity Officer, acting as a catalyst and advocate in diversifying and strengthening the University of Rhode Island to be a university community that understands racial and cultural diversity issues and therefore advocates for racial equity in all aspects of university formal and informal processes, including employment, personnel development, research and scholarship, teaching and service, student learning and engagement and all forms of community outreach. The Commission shall: research, monitor, and report on the status of underrepresented racial and ethnic groups on campus, and of institutional racial and cultural diversity initiatives; identify major needs and topics of concern; propose policies and programs to address these needs and concerns, and to promote, maintain and publicize strategic focus on these issues; collaborate with campus organizations with complementary goals and objectives; monitor the effectiveness of any proposed policies and initiatives upon implementation.

5.37.11 The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of executive leadership, faculty, staff, administration, and student perspectives on the status of faculty, staff and students of color at URI.

5.37.12 The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in

consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

5.37.13 The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

5.37.14 The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

5.38.10 The President's LGBTQ Commission will work to encourage the inclusion and empowerment of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) faculty, staff, and students. The Commission will research, monitor, and report on the status of LGBTQ communities on campus and of institutional initiatives; identify major needs and topics of concern; propose policies and programs to address these needs and concerns, collaborate with campus organizations with complementary goals and objectives; monitor the effectiveness of any proposed policies and initiatives upon implementation; and regularly communicate the progress of these efforts to the university community. The Commission shall submit recommendations to the President and the Chief Diversity Officer.

5.38.11 The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of executive leadership, faculty, staff, administration, and student perspectives on the status of LGBTQ at URI.

5.38.12 The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

5.38.13 The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

5.38.14 The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

5.39.10 The President's Commission on the Status of Women shall promote an environment free of gender-based discrimination by establishing an agenda around issues that concern women at the university and recommending to the President strategies to enhance or change existing policies and programs at URI. To accomplish its mission, the Commission shall work with members of the university community and in collaboration with organizations and structures within the

University of Rhode Island. The Commission shall submit recommendations to the President and the Chief Diversity Officer.

5.39.11 The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of faculty, staff, administration and student perspectives on the status of women at URI.

5.39.12 The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

5.39.13 The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

5.39.14 The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

5.40.10 The Campus Master Plan Review Team shall consider and discuss new construction projects, including those concerning buildings and grounds, and ensure that those projects are consistent with the guiding principles of the Campus Master Plan as defined in 5.40.11. The Team shall meet monthly, or as deemed needed by the Chair, in order to review new projects and designs and make recommendations guiding these projects as they are implemented.

5.40.12 The membership shall be appointed by the President, and be comprised of staff and faculty from Facilities Services, the Bay Campus, the Office of the Provost, Student Affairs, Administration and Finance, Public Safety, as well as representatives from the faculty, staff, and the South Kingstown community.

5.40.13 The committee shall communicate regularly with the President and the Strategic Budget and Planning Council.

5.41.10 The Space Enhancement, Design, and Allocation Committee (SEDA) shall consider the present space needs of the URI community, as well as those of new projects. It shall establish the future priorities of the University with respect to space, and make decisions about space allocation and space design to meet program needs. In making its decisions, SEDA shall consider the Campus Master Plan, communicate with the Campus Master Plan Review Team, take account of the University's academic priorities and strategic initiatives, and interact with the Strategic Budget and Planning Council (5.55.10 – 5.55.14). . The Vice President of Administration and Finance shall review space allocation plans before they are implemented.

5.41.11 The committee shall meet monthly. It shall be comprised of the Director in Capital Planning and Design, the University's Space Planner, the Vice Provost for Enrollment Management; the Assistant Vice President for Business Services; the Directors of Capital Projects and Facilities Planning, a representative from Academic Planning; representatives from the Strategic Budget and Planning Council; and faculty representatives appointed by the Faculty Senate. The President shall appoint the chair.

5.44.10 The Diversity Week Committee shall develop and organize an annual program for the University of Rhode Island community that provides a variety of workshops, speakers, films and musical events for faculty, students, staff and citizens of the state to encourage respect for diversity and to work toward overcoming prejudice.

5.45.11 The membership shall comprise faculty, staff, undergraduate and graduate student representatives appointed by the President. The Vice President for Administration and Finance shall serve as chair

5.50.10 The Health Professions Advisory Committee shall comprise the Health Professions advisor, faculty and staff members appointed by the Health Professions advisor who acts as chair of the committee. The committee, working with the Health Professions advisor, shall identify students interested in qualifying for admission to professional medical schools, including allopathic and osteopathic medicine, dentistry, optometry, and physician assistant programs. The committee shall counsel such students to ensure that they meet the general minimum qualifications for admission to such schools and shall provide guidance to students as they draft their applications and prepare for interviews. The committee shall also counsel students regarding the relevant standardized graduate admissions tests (MCAT, DAT, etc.) and maintain contact with the professional schools and their national organizations. In consultation with the Committee, the Health Professions advisor shall prepare committee letters of holistic evaluation for qualified students and assist both the students and the admissions boards of the colleges with other information that might be requested.

5.55.10 The Strategic Budget and Planning Council (SBPC) shall provide a transparent and inclusive process for the planning, budgeting, and assessment of university strategic directions, investments, and facilities. The Council shall be advisory to the President. It shall ensure that the University's Strategic Plan and Mission guide resource allocation and investments. Members of the Council shall bring expertise representing various aspects of the university community, but shall make decisions based on the best interests of the university as a whole.

5.55.11 The Council's guiding principles shall be that: a) an open, understandable, transparent system is important to the process of defining strategic priorities and allocating the resources of the University; b) a strong linkage must exist between

the budget and the strategic priorities of URI; c) budget recommendations shall be guided by the university's mission and strategic plan and shall connect financial investments, strategic priorities, and expected outcomes; d) shared governance entails shared responsibility for the health and vitality of the institution; e) members operate from a university-wide perspective and must have the capacity and inclination to both inform analyses and understand the implications of the Council's recommendations; and f) annual evaluation of plans and budgeting allocations is an important component of the planning and budgeting process.

5.55.12 The Strategic Budget and Planning Council shall a) review budget proposals by divisions of the University and make budgetary recommendations for developing the University's yearly budgets that address strategic priorities, obligations, and other initiatives; b) develop and implement a budget planning cycle for decision-making that corresponds with State budget cycles; c) ensure that within each Division and Athletics there are guidelines and processes for planning and budgeting that facilitate collaboration and transparency and ensure effective use of resources; d) ensure that internal priorities identified through divisional planning are aligned with the overall University Strategic Plan and the Academic Plan and that potential resource allocations and reallocations within the divisions are recommended using a set of budget guidelines, principles, and procedures; these processes shall lead to a set of priorities from each division; e) conduct evidence-based analysis of the priorities and allocations emerging from the divisions, vetting priorities within divisions through the lens of institutional needs and directions and establishing indicators to assess outcomes; and f) recommend to the President a proposed University budget including potential institutional investments, funding recommendations (allocations and re-allocations), and rationale for proposed actions.

5.55.13 The Council shall conduct an annual retrospective assessment of previous investments in the context of the Strategic Plan and Academic Plan and make related recommendations for modification for future budgeting and planning.

5.55.14 The membership of the Strategic Budget and Planning Council shall have balanced representation from the University community, while maintaining a functional size. The Provost and Vice President for Academic Affairs shall serve as Chair and the Vice President for Administration and Finance as Vice Chair. Other members shall include academic Deans, at least four faculty members appointed jointly by the Senate and the President to two year staggered terms, and additional members chosen and appointed by the President from, but not limited to, representatives of the Student Senate and Graduate Student Association, athletics, university staff, external friends of the university, or other administrators. The Special Assistant for Academic Planning and the Office of Budget and Financial Planning shall provide staff support services to the Council. Other university offices, including but not limited to Institutional Research and Enrollment Services, may provide services and advice as requested by the Council.

General Faculty or Graduate Faculty Committees

5.60.10 The Honorary Degree Committee is a committee of the General Faculty. It shall comprise the Provost and Vice President for Academic Affairs, the Executive Director of External Relations and Communications, or representative, the Director of Communications and Marketing, and the Chief of Staff, President's Office; four members appointed by the President, one representing the alumni, one representing the community, two student members from the graduating class selected from a list recommended by the Student Senate; and three faculty members appointed by the Faculty Senate in accordance with Senate By-Laws section 6.3. Except for the two student members, the members appointed by the President and by the Faculty Senate shall serve for two-year terms. The Executive Assistant to the Provost and Vice President for Academic Affairs shall provide staff support to the committee.

Chapter 10 - Administrative Procedures

10.10.10 Business Procedures. The University's fiscal year is July 1-June 30. The dean or director concerned shall receive, in advance when possible, a complete set of budget request forms and a letter of instruction from the Budget Office for each of his/her departments. The Provost and Vice Presidents shall meet to finalize allocations to each division. Final allocations shall be submitted to the Provost and Vice Presidents prior to the start of the fiscal year.

10.10.11 After preparation and review by the dean, and/or head of the department, one copy shall be submitted to the Budget Office. Budget review meetings of the deans, the President, and the Vice President for Administration and Finance may be called for beforehand.

10.10.14 All money received by a department for the University shall be deposited in the Office of Enrollment Services promptly -- within three business days after the date of receipt. A university deposit slip, in duplicate, filled in completely, including chartfield and tender, shall accompany the deposit.

10.10.15 All payments from a special University fund shall be made by the Accounting Office. Invoice Voucher Forms should only be utilized in situations where competitive pricing is not an issue or is specifically exempted by statute or regulation. See invoice voucher instructions for types of allowable items. Invoice vouchers must be approved by an authorized signatory, including chartfield string, vendor, and purpose. Invoice vouchers and invoices shall be sent to the Accounting Office for payment.

10.11.10 Requisitions. A University on-line requisition shall be prepared in advance for all purchases chargeable to departmental funds. This includes both external vendors and internal vendors. The requisition shall indicate the chartfield

to be charged, an estimated cost of materials/services, and a category code number. On-line requisitions will electronically route to the responsible person(s) based on the chartfield string(s) and signature authorization.

10.12.11 Interdepartmental on-line requisitions shall be prepared for materials and services requested of one department by another.

10.12.13 It shall be the responsibility of the Controller's Office of Accounts Receivable to prepare billing invoices for materials and services supplied by University departments to outside agencies. All departments supplying materials and services to agencies outside the University shall report items to be billed monthly to the Controller's Office of Accounts Receivable on a URI Invoice form. Sales tickets or other evidence that the material has been supplied or services have been performed shall be attached to the credit statement.

10.15.10 Financial Policies administered by the Controller shall be distributed widely and posted on the Controller's website. Policies with regard to sponsored and cost accounting shall also be included.

10.20.12 The normal contract year shall coincide with the fiscal year of the University, beginning July 1 and ending June 30. .

10.20.13 New faculty members may normally expect their first payroll check within two weeks after the beginning of the academic year, and payments shall be made biweekly thereafter. Before the first of November a faculty member whose initial appointment is on an academic year basis shall receive a separate check covering the period from July 1 to the beginning of the pay period covered by his/her first payroll check.

10.20.16 Employee absences due to sickness, vacation, or leave without pay shall be recorded on URI Attendance Reports.

10.21.20 Student Payroll. Data concerning hours worked by student employees shall be entered and authorized electronically through the time and attendance system on a biweekly basis. Student Employment Periods are generally from September 1 through May 30 (academic year) and June 1 through August 31 (summer). Actual employment dates are more closely defined by Student Enrollment Service's academic calendars.

10.33.10 University-Sponsored Educational Field Trips. The deans of the several colleges shall furnish information pertinent to field trips to the Vice President for Administration and Finance for use in arranging vehicle rental service.

10.42.12 Intellectual Property may arise from the development of a new and useful process, device or apparatus, article of manufacture, design, composition of matter (including, but not limited to, a chemical compound, microorganism, nucleotide

sequence, amino acid sequence, equipment, device, genetically engineered organism, and the like), plant, or related improvement, or a new use for a known material or device or related improvement. This class of IP will be considered as Patent IP, which includes patent applications and Plant Variety Protection. In addition, other intellectual property under the Copyright IP may include written material, spoken description, sketches, musical scores, sculptures, and paintings. Software code will be considered under Copyright IP and/or Patent IP. Trademarks will be considered separately under Trademarks IP. Any individual who is uncertain should contact the IPMAC Office and request guidance.

10.47.10 Applications for Research Grants and Contracts. All applications for Research Grants and Contracts must be signed by the Vice President for Research and Economic Development or the Vice President for Administration and Finance or their respective designees. At least one such signature must carry full Board authority to contract for the University of Rhode Island.

10.62.10 News and Public Information. It is the policy of the University to distribute news and public information about campus activities, policies and procedures to broad audiences through the URI Office of Communications and Marketing. The purpose of this centralization of public information activities is to permit an orderly flow of information and fair treatment of all media. In order to do this work, professionally-trained personnel are employed who have the equipment, background information, and the day-to-day experience necessary to service the press, radio and television, online media outlets, and other groups requiring authoritative information. The office is also responsible for the marketing and branding of the institution, and is the central clearinghouse for external advertising, website development, and social media coordination in order to ensure consistency with brand messaging and guidelines.

10.62.11 It is also the policy of the University to encourage administrative officials, and faculty, when contacted by the Communications and Marketing, to answer questions regarding their areas of responsibility and expertise, since these persons have the detailed data and experience necessary for a full understanding of the subject. When there are questions beyond their scope of responsibility, or questions about University-wide policies, University personnel are requested to notify their immediate superiors, the Vice President of their division, and work with, the Director of Communications and Marketing, who may seek assistance from the President of the University or such other persons as he/she deems necessary to answer questions. Disciplinary, personnel, and confidential matters, the disclosure of which might be detrimental to the individuals or to the orderly process of the University, should be referred to the Director of Communications and Marketing.

10.62.12 With regard to the relationship between the University's police and press, the Director of Security and the Director of Communications and Marketing exercise supervision over the distribution of information in keeping with established policies. The University will not report information when premature disclosure would

prevent the apprehension of persons suspected of being involved in criminal acts where such disclosure would hamper police officials in the prosecution of a case before the courts.

10.70.10 Policies on Fund Raising. The University encourages private giving to help meet its needs. The URI Foundation, an independent 501c3, is charged with conducting and administering all fundraising activities on behalf of the University. All University personnel seeking to solicit money, foundation grants, equipment, or any other forms of private support in the name of the University shall first consult with their dean or director who shall consult the unit liaison with the URI Foundation President for discussion and/or approval of the proposed fund raising procedures and the potential donors who will be contacted. For additional information about the URI Foundation, please visit the website:
<http://www.urifoundation.org>

The URI Research Foundation is not associated with the URI Foundation (see 3.50.10 - 3.50.21 for information about the Research Foundation).

10.80.10 Budget Process. The Vice President for Administration and Finance shall publish and make available to all faculty a calendar showing key dates for the annual budget process which affect all faculty, department heads and deans.

10.80.11 Department chairpersons shall solicit faculty participation in the budget process of the department.

10.80.13 The Vice President for Administration and Finance shall make available in the University Library two copies of the budget request as submitted to the Board of Education when finalized for a given fiscal year.