EXECUTIVE JOB DESCRIPTIONS
University of Nevada, Las Vegas

Presidents
BOR HB, Title 1, Article VII, Section 4
The President of each member institution shall be Secretary of the Board of that institution. The Presidents report to the Chancellor for the administration of their respective institutions and are accountable through the Chancellor to the Board of Regents.

a. The President is appointed by and except as otherwise provided hereinabove, serves at the pleasure of the Board of Regents. The President shall have a written contract that outlines the terms and conditions of the appointment. (B/R 2/05)

b. The President shall be evaluated annually in writing by the Chancellor in accordance with procedures approved by the Board of Regents. The Chancellor shall provide a confidential summary of the findings to the Board.

c. The President shall be evaluated periodically by an evaluation committee in accordance with procedures approved by the Board of Regents. The periodic evaluation shall normally take place not later than the next-to-last-year of each contract period.

d. Procedures for annual and periodic salary determinations for the Presidents shall be established by the Board of Regents.

e. Duties of the President are prescribed by the Board of Regents and include, but are not limited to, the following. The President may delegate any of the duties of the office unless expressly prohibited by Board policy.

1. To provide leadership in the planning and implementation necessary for the successful operation of the member institution and to ensure that the institution develops to its potential; (B/R 9/05)

2. To be the appointing authority for all professional personnel in the member institution, subject only to the Nevada System of Higher Education Code, and to execute personnel contracts;

3. To review the quality of performance of all professional personnel in the member institution and to either take final action or to recommend action to the Board of Regents on personnel matters in conformity with the Nevada System of Higher Education Code;

4. To make recommendations concerning budgets in the member institutions and to administer approved budgets in accordance with NSHE policies;

5. To authorize the transmission of applications or requests for grants, contracts or gifts to individuals, foundations, corporations, and the Federal government;

6. To be the principal spokesman for the member institution and, in concert with the Chancellor, to represent the institution before the Board of Regents, the Legislature, and all other appropriate bodies; and

7. To ensure compliance by the member institution by and through its professional personnel with the NSHE Code, NSHE policies, the Board of Regents bylaws, and institutional bylaws. (B/R 9/05)

8. To notify the Board as soon as practicable of campus events that may have significant impact on the institution including, but not limited, to the reputation or public image of the
Executive Vice President and Provost
The Executive Vice President and Provost (EVP&P) is the chief academic and budget officer for the campus and is responsible for overseeing and aligning academic and budgetary policy and priorities, ensuring the quality of the faculty and student body, expanding the research enterprise, and generally maintaining educational excellence. The position reports to the President and serves interchangeably with him in the capacity of chief academic officer and chief administrative officer. The deans of the academic colleges and schools report to the EVP&P, as do the vice president for student life and the vice president for research and graduate dean. The EVP&P works directly and closely with the vice presidents, deans, and development team to identify new sources of revenue to support existing programs and to create and fund new programs that are in keeping with the University's strategic plan. The EVP&P must have an earned doctorate, a strong record of teaching and scholarly or research accomplishments, leadership skills with a record or achievement, a commitment to shared governance in an open environment, the ability to support decisions with data, and the ability to articulate core values of superior teaching, scholarship, and creativity in a variety of settings.

Senior Vice President for Finance and Business
The Senior Vice President for Finance and Business (SVPFB) is an executive position responsible for supporting the University's teaching, research, and public service mission by providing quality financial, business, and administrative services to the University community and ensuring transparency in planning and budgeting. Reporting directly to the President, the SVPFB serves as a member of President's Cabinet. Institutional services include budgeting, general and financial accounting, facilities management, planning and construction, human resources, purchasing and contracting services, disbursements, payroll, risk management and safety, campus parking and transportation services, athletic and Thomas and Mack business office operations, campus internal audit, campus delivery and mail services, property control, real estate operations, telecommunications, cashiering and student financial services, legislative liaison support, and oversight of several auxiliary business operations. The Senior Vice President for Finance and Business has the authority and responsibility to meet these requirements in the most effectively and efficiently manner possible.

Chief of Staff
The Chief of Staff (CoS) reports to the President and serves on the President's Cabinet and President's Advisory Council. The CoS is responsible for managing the staff and budgets for the Office of the President, serving as a liaison among the President and various University constituents, overseeing all items for consideration by the Board of Regents while maintaining regent relations, and working on long-range and/or complex projects consistent with the goals of the University. Responsibilities further include representing the President, as appropriate, in resolving problems and complaints from students, parents, and other constituencies; responding to daily requests for President's assistance by handling inquiries, correspondence,
complaints, and human resource matters; gathering appropriate background information for the President to make a decision; responding to and meeting with a broad range of internal and external individuals and groups, frequently related to matters of immediate concern; coordinating responses, solutions, and follow-up with the President and other appropriate University officers; evaluating and researching a variety of issues, problems, etc., and making assessments in order to advise and assist the President; serving as the President's representative on campus committees or to outside organizations as the President may direct; assisting the Chancellor with correspondence, reports, and speeches; and identifying and responding to important issues confronting the campus while developing appropriate information and data to produce policy and action recommendations.

Vice President for Advancement
The Vice President for Advancement (VPA) reports to the President is a member of the President's Cabinet and is the senior executive in charge of all external relations for UNLV. The VPA provides overall leadership for development, alumni and external relations, government relations, marketing and public relations, strategic communications, public affairs, reprographics and the UNLV Foundation. Duties include working closely with the President, provost, deans, and faculty in fund-raising for strategic goals; developing strong relationships with major donors to encourage private investment in UNLV; providing overall leadership for the UNLV Foundation; creating strategic internal and external communication programs to inform the campus community, media, donors, alumni, and elected officials about the University's impact and strategic goals; creating strategic relationships with elected officials and educating them about UNLV's impact and strategic goals; building strong relationships with community organizations; and developing dynamic programs to continually engage 90,000 alumni. The VPA must have a master's degree or higher; at least 10 years of leadership experience in a senior advancement capacity; extensive knowledge and experience in development, alumni affairs, public affairs, strategic communications, government relations, community relations; a strong commitment to diversity and inclusion; a collaborative and cooperative working style; a commitment to shared governance; and the ability to support decisions with data.

Vice President for Diversity Initiatives and Government Affairs
The Vice President for Diversity Initiatives and Government Affairs reports to the President and serves as the chief advisor and representative in diversity matters. As a member of the President's Cabinet, the vice president is charged with promoting and advancing excellence through equity, diversity, and inclusion at the University. The position is responsible for providing vision and advice to the campus planning process to ensure the University's commitment to diversity is adequately and appropriately integrated into the mission statement, strategic plan, and policies and procedures. The position also actively engages the external community around diversity issues and concerns. The vice president must have a master's degree or higher; active engagement in a national/international network of diversity teacher-scholars; a record of achievement for leading programs; leadership abilities that facilitate dialogue among broad and diverse constituencies for productive action; and a record of results
in establishing metrics for achieving sustainable outcomes.

General Counsel
General Counsel (GC) reports administratively to the Chief Counsel of the Nevada System of Higher Education. The position is housed on the UNLV campus, serves as the principal legal counsel to the University, and is a member of the President's Cabinet. The GC exercises primary responsibility for planning, organizing, and guiding the University's legal activities, provides advice and counsel to senior academic and administrative officers of the University concerning the legal rights and obligations of the University, serves as liaison to the Office of Chief Counsel, and litigates on behalf of the university in consultation with the Office of Chief Counsel. The scope of the role includes matters of law, regulatory authority, and litigation of claims, whether in the courts of the State of Nevada or the United States and in all federal and state administrative agencies. The GC conducts legal research and advises University officers on matters pertaining to compliance with state and federal laws affecting the University, with particular emphasis on contractual agreements, employment law and dispute resolution, student rights, patent and copyright law, and public/private partnerships. The GC must have an earned bachelor's and a law degree, 10 years professional experience, and be licensed to practice law in the State of Nevada.

Vice President for Research and Dean of the Graduate College
The Vice President for Research (VPR) and Dean of the Graduate College reports to the Executive Vice President and Provost and is a member of the President's Cabinet. The position is responsible for strategically managing growth in new and existing graduate programs, especially at the doctoral level, and for improving the overall infrastructure and quality of graduate education. The VPR is also expected to increase and diversify research and creative works, extramural funding, public-private partnerships, and technology transfer through strong working relationships within the University community, the Nevada System of Higher Education, local and national businesses and industries, state and federal agencies, regional research centers, and national laboratories. The VPR oversees major University centers and institutes including the Harry Reid Center for Environmental Studies, the National Supercomputer Center for Energy and Environment, and the Public lands Institute; the UNLV Research Foundation; the Office of Urban Sustainability Initiatives; internal research funding initiatives; research infrastructure to include space, staff, and faculty start-up packages; compliance in animal care and human subjects; grants and contracts; and intellectual property and technology transfer. The Vice President must have an earned doctorate, a strong record in graduate education; funded research accomplishments representative of a full professor; knowledge of the national and international research agendas and enterprise; leadership skills and administrative experience with a record of achievement; a collaborative and cooperative working style; a commitment to shared governance; ability to support decisions with data; and a demonstrated commitment to diversifying the faculty, students and administrative faculty.
Vice President for Student Affairs
The Vice President for Student Affairs reports to the President and is a member of the President's Cabinet. This position provides vision, leadership, and strategic direction to the Division of Student Affairs in supporting the academic mission of the University. The Vice President collaborates closely with the Office of the Provost and with the Deans of the University’s colleges in promoting an environment in which student learning can flourish. The Vice President oversees the departments, services, facilities, and programs to provide support for undergraduate, graduate and professional students. The Division includes Enrollment and Student Services (Office of Admissions, Office of the Registrar, Financial Aid, and Scholarships, Career Services, Disability Resource Center, International Students and Scholars); Campus Life and Student Affairs Facilities (Residential Life, Student Conduct, Recreational Services, Student Diversity Program and Services, Student Involvement and Activities, Orientation and Parent Programs, Student Union and Event Services, Student Recreation and Wellness Center); Student Wellness (Student Health Center, Student Counseling and Psychological Services, Jean Nidetch Women's Center); Student Affairs Technology; Police Services; and Center for Academic Enrichment and Outreach (TRIO Upward Bound, TRIO Educational Talent Search, TRIO Student Support Services, TRIO Robert E. McNair Post Baccalaureate Program, TRIO Adult Services, Gear Up); Student Affairs Administration (Campus Card Services, Food Services, Bookstore); Student Affairs Development. As delegated by the President, the Vice President for Student Affairs also serves as the University's Equal Employment Opportunity/ Affirmative Action (EEO/ AA) officer. In this capacity the Vice President is responsible for insuring that the institution complies with the terms of the Equal Opportunity and Affirmative Action policies set forth by the Nevada System of Higher Education (NSHE) as well as all applicable Federal and State statues, laws, orders, and regulations. Additionally, the Vice President investigates the complaints of persons who feel aggrieved because of alleged acts of discrimination that are in violation of the rights guaranteed by NSHE and/or Institutional EEO/ AA Policy.

Director of Intercollegiate Athletics
The Director of Intercollegiate Athletics (AD) reports to the President and serves on the President’s Cabinet. The position is responsible for a comprehensive athletic program that includes expenditures in excess of $21 million, 150 employees, and 17 men's and women's NCAA Division I programs currently competing in the Mountain West Conference.

This position ensures that student athletes and Athletic staff comply with all rules, regulations, policies, and decisions established or issued by UNLV, the NCAA, and the MWC in a sportsmanlike and ethical manner. The AD is responsible for external fund-raising, community relations, hiring and termination of head coaches and department staff, sports schedules, student eligibility, and maintaining reasonable discipline with student athletes while promoting all aspects of university life and endeavors. The AD serves as the official spokesperson for the department and fulfills all contractual obligations relating to media requests. The AD must exhibit a high standard of integrity, dedication to academic excellence, strong leadership skills and administrative experience.
In addition, the AD oversees the Thomas and Mack Center Entertainment Division to include: the booking, marketing, and production of a variety of special events annually.

**Deans of UNLV Academic Colleges or Schools**

The Dean is the chief academic and administrative officer of the College/School and reports directly to the Executive Vice President and Provost. The Dean provides leadership in the College/School's research, teaching, and service missions and has significant community relations and fundraising responsibilities. The Dean must be committed to excellence and continued growth in undergraduate and graduate education; support and expansion of faculty scholarship and research activities; the promotion of academic policies and use of resources consistent with the College and University strategic plans; capitalizing on present and emerging departmental strengths; the provision of facilities adequate to support expanding College programs; and the expansion of cooperative interactions and partnerships with both local and other governmental and private organizations.

The Dean is also responsible for managing the academic, fiscal, physical and human resources of the College/School and works collectively through the Council of Deans to strategically deploy resources to advance the University's strategic plan. The Dean must possess an earned doctorate in a discipline appropriate to the College/School and an outstanding record of research, academic and professional achievement meriting appointment at the rank of tenured professor. The Dean must be a scholar who can provide the vision and leadership to enhance both the profile and mission of the College/School as a premier unit at a major research university. The Dean must exhibit a significant commitment to academic and research excellence, diversity, and outreach to current and potential constituencies of the College/School; a commitment to share governance in an open environment; excellent communication and interpersonal skills; and strong fundraising expertise.