

SUS Faculty Administrative Specifications

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **COUNSELOR/ADVISOR**

ADMINISTRATIVE CODE: **B1**

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for academic counseling and advising to students either within a college or central advising office outside of the college.

Responsible for maintaining appropriate records and evaluations of students.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **CHAIR**

ADMINISTRATIVE CODE: **C1**

DESCRIPTION

Responsible to a Dean or other appropriate administrator of a State university.

Responsible for developing academic programs and policies of an academic department/unit.

Responsible for developing and administering the budget for the department/unit.

Responsible for coordinating the recruitment, selection, appointment, evaluation, and training of employees.

Responsible for scheduling classes and teaching assignments.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE CHAIR**

ADMINISTRATIVE CODE: **C2**

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

May assist with developing academic programs and policies of an academic department/unit.

May assist with developing and administering the budget for the department/unit.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May assist with scheduling classes and teaching assignments.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **ASSISTANT CHAIR**
ADMINISTRATIVE CODE: **C3**

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

May assist with developing academic programs and policies of an academic department/unit.

May assist with developing and administering the budget for the department/unit.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May assist with scheduling classes and teaching assignments.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **DEAN**
ADMINISTRATIVE CODE: **D1**

DESCRIPTION

Responsible to the Provost, Vice President, or other appropriate administrator of a State university.

Responsible for the general academic and administrative functions of a major area of the university.

Responsible for developing and administering the budget to support academic programs.

Responsible for initiating and implementing policies and programs related to the academic functions of the college.

Responsible for coordinating the recruitment, selection, appointment, and evaluation of employees.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE DEAN**

ADMINISTRATIVE CODE: **D2**

DESCRIPTION

Responsible to the Dean or other appropriate administrator of a State university.

Assists with the general academic and administrative functions of a major area of the university, such as a college/school.

May assist with developing and administering the budget.

May assist with initiating and implementing policies and programs related to the academic functions of the college/school.

May assist with the recruitment, selection, appointment, and evaluation of employees.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT DEAN**

ADMINISTRATIVE CODE: **D3**

DESCRIPTION

Responsible to the Dean or other appropriate administrator of a State university.

Assists with general academic and administrative functions of a major area of the university, such as a college/school.

May assist with developing and administering the budget.

Assists with initiating and implementing policies and programs related to the academic functions of the college.

May serve as a member of appropriate policy and advisory committees.

May assist with the recruitment, selection, appointment, and evaluation of employees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **DEAN OF FACULTIES**

ADMINISTRATIVE CODE: **D4**

DESCRIPTION

Responsible to the Provost or other appropriate administrator at a State university.

Responsible for coordinating faculty personnel matters and the faculty governance system.

Responsible for coordinating compliance with BOR and university policies.

May advise the provost and president on matters related to academic and administrative policies and procedures of the university.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **CHIEF/HEAD**

ADMINISTRATIVE CODE: **F1**

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for the operation of a division within the University Medical/Health Center, including developing and implementing policies and procedures.

May be responsible for developing and administering the budget.

May be responsible for the recruitment, selection, appointment, and evaluation of faculty.

May be responsible for scheduling classes and assignments in teaching, research, service, and related activities.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE CHIEF/HEAD**

ADMINISTRATIVE CODE: **F2**

DESCRIPTION

Responsible to the Chief/Head or other appropriate administrator of a State university.

Assists with the operation of the division within the University Medical/Health Center, including the development and implementation of policies and procedures.

May assist with developing and administering the budget.

May assist with the recruitment, selection, appointment, and evaluation of faculty.

May assist with scheduling classes and assignments in teaching, research, service, and related activities.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

\Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **PROGRAM DIRECTOR**

ADMINISTRATIVE CODE: **G1**

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for administering a contract, grant, interdisciplinary center, institute, bureau, or program.

May be responsible for developing and administering the operating budget.

Responsible for developing, implementing, administering, and evaluating operating policies and procedures.

Responsible for the recruitment, selection, appointment, evaluation, and training of employees.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE PROGRAM DIRECTOR**

ADMINISTRATIVE CODE: **G2**

DESCRIPTION

Responsible to a Program Director or other appropriate administrator of a State university.

Assists with administering a contract, grant, interdisciplinary center, institute, bureau, or program or for serving as a co-principal investigator.

May assist with developing and administering the annual operating budget.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be appointed to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT PROGRAM DIRECTOR**

ADMINISTRATIVE CODE: **G3**

DESCRIPTION

Responsible to a Program Director or other appropriate administrator of a State university.

Assists with administering a contract, grant, interdisciplinary center, institute, bureau or program or for serving as a co-principal investigator.

May assist with developing and administering the operating budget.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be appointed to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **CHIEF OF PARTY**

ADMINISTRATIVE CODE: **G4**

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Serves as an administrator for a program in a developing country.

Provides administrative and technical oversight of all project activities and general counsel on project initiatives and directions.

Serves as the University's representative in the field.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **DEPARTMENT HEAD**

ADMINISTRATIVE CODE: **H1**

DESCRIPTION

Responsible to the Director, University Library, or other appropriate administrator of a State university.

Responsible for developing and implementing policies and procedures which affect the operation of the department, including organizing and supervising services provided by the department.

Responsible for the allocation of departmental resources to ensure efficient operation of the library.

Responsible for the recruitment, selection, appointment, evaluation, and training of employees.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold rank as a librarian in order to be eligible for appointment to this administrative title. If librarian rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: September 1986

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **ASSOCIATE DEPARTMENT HEAD**
ADMINISTRATIVE CODE: **H2**

DESCRIPTION

Responsible to the Department Head or other appropriate administrator of a State university.

Assists with developing and implementing policies and procedures which affect the operation of the department, including organizing and supervising services provided by the department.

May assist with the allocation of departmental resources to ensure the efficient operation of the library.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold librarian rank in order to be eligible for appointment to this administrative title. If librarian rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: September 1986

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **ASSISTANT DEPARTMENT HEAD**
ADMINISTRATIVE CODE: **H3**

DESCRIPTION

Responsible to the Department Head or other appropriate administrator of a State university.

Assists with developing and implementing policies and procedures which affect the operation of the department, including organizing and supervising services provided by the department.

May assist with the allocation of departmental resources to ensure the efficient operation of the library.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold librarian rank in order to be eligible for appointment to this administrative title. If librarian rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: September 1986

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **VICE PRESIDENT, GRADUATE STUDIES**

ADMINISTRATIVE CODE: **J1**

DESCRIPTION

Responsible to the President or other appropriate administrator of a State university.

Responsible for developing policies and formulating programs related to the University's graduate programs.

Responsible for developing and administering the budget to support graduate programs.

Responsible for the recruitment, selection, evaluation, and training of employees.

May represent the university on State and national councils and committees.

Makes presentations to internal and external groups of the academic community.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **ASSOCIATE VICE PRESIDENT, GRADUATE STUDIES**
ADMINISTRATIVE CODE: **J2**

DESCRIPTION

Responsible to the Associate Vice President, Graduate Studies or other appropriate administrator of a State university.

Assists in developing policies and formulating programs related to the University's graduate programs.

Assist in developing and administering the budget to support graduate programs.

Assists with the recruitment, selection, evaluation, and training of employees.

May represent the university on State and national councils and committees.

May make presentations to internal and external groups of the academic community.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **ASSISTANT VICE PRESIDENT, GRADUATE STUDIES**
ADMINISTRATIVE CODE: **J3**

DESCRIPTION

Responsible to the Associate Vice President, Graduate Studies or other appropriate administrator of a State university.

Assists in developing policies and formulating programs related to the University's graduate programs.

Assist in developing and administering the budget to support graduate programs.

Assists with the recruitment, selection, evaluation, and training of employees.

May represent the university on State and national councils and committees.

May make presentations to internal and external groups of the academic community.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ACADEMIC ADMINISTRATOR**

ADMINISTRATIVE CODE: **K1**

DESCRIPTION

Responsible to a Vice President, Dean, Director, or other appropriate administrator of a State university.

Performs specialized duties related to the management of the general administration of academic programs or a unit.

May assist with developing and administering the budget for a academic program or unit.

May represent the university, college/school, or equivalent academic unit on university and statewide committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **DIRECTOR, UNIVERSITY LIBRARY**

ADMINISTRATIVE CODE: **L1**

DESCRIPTION

Responsible to Provost, Vice President or other appropriate administrator of a State university.

Responsible for developing and implementing policies and procedures affecting the growth of library collections.

Responsible for developing and administering the budget for all major expenditures in the acquisition of library collections and equipment.

Responsible for coordinating the recruitment, selection, appointment, evaluation, and training of employees.

Responsible for attending state, national, and international professional meetings to learn new techniques and methods in library management and collection development.

Serves on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold librarian rank in order to be eligible for appointment to this administrative title. If librarian rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: January 1986

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE DIRECTOR, UNIVERSITY LIBRARY**

ADMINISTRATIVE CODE: **L2**

DESCRIPTION

Responsible to the Director, University Library or other appropriate administrator of a State university.

Assists with developing and implementing policies and procedures affecting the growth of library collections.

May assist with developing and administering the budget for major expenditures in the acquisition of library collections and equipment.

May assist with coordinating the recruitment, selection, appointment, evaluation, and training of employees.

May be responsible for attending professional meetings to learn new techniques and methods in library management and collection development.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold librarian rank in order to be eligible for appointment to this administrative title. If librarian rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1969

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT DIRECTOR, UNIVERSITY LIBRARY**

ADMINISTRATIVE CODE: **L3**

DESCRIPTION

Responsible to the Director, University Library or other appropriate administrator of a State university.

Assists with developing and implementing policies and procedures affecting the growth of library collections.

May assist with developing and administering the budget for major expenditures in the acquisition of library collections and equipment.

May assist with coordinating the recruitment, selection, appointment, evaluation, and training of employees.

May be responsible for attending professional meetings to learn new techniques and methods in library management and collection development.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold librarian rank in order to be eligible for appointment to this administrative title. If librarian rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1969

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **VICE PRESIDENT, MEDICAL/HEALTH AFFAIRS**

ADMINISTRATIVE CODE: **M1**

DESCRIPTION

Responsible to the President of a State university.

Serves as Chief Medical Officer of a State university.

Responsible for general administrative and academic functions of programs and activities of a State university medical/health facility.

Responsible for developing policies and guidelines affecting academic programs and research.

Responsible for developing and administering the budget to support academic programs, research, and patient care.

Advises the President on various State and national agencies, councils, and committees on medical and health related matters, particularly as they affect the State of Florida.

Serves as a member of appropriate policy and advisory committees.

May represent the President in related matters, as appropriate.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: August 1986
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE VICE PRESIDENT MEDICAL/HEALTH AFFAIRS**

ADMINISTRATIVE CODE: **M2**

DESCRIPTION

Responsible to the Vice President, Medical/Health Affairs or other appropriate administrator of a State university.

Assists with the general administrative and academic functions of programs, and activities of a State university medical/health facility.

Assists with developing and administering the budget to support academic programs, research, and patient care.

May advise the President on various State and national councils and committees on medical and health related matters, particularly as they affect the State of Florida.

May service as a member of appropriate policy and advisory committees. May represent the President in related matters, as appropriate.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: August 1986
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT VICE PRESIDENT MEDICAL/HEALTH AFFAIRS**

ADMINISTRATIVE CODE: **M3**

DESCRIPTION

Responsible to the Vice President, Medical/Health Affairs or other appropriate administrator of a State university.

Assists with the general administrative and academic functions of programs and activities of a State university medical facility.

Assists with developing and administering the budget to support academic programs, research, and patient care.

May advise the President on various State and national councils and committees on medical and health related matters, particularly as they affect the State of Florida.

May serve as a member of appropriate policy and advisory committees. May represent the President in related matters, as appropriate.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: August 1986

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **COORDINATOR**

ADMINISTRATIVE CODE: **N1**

DESCRIPTION

Responsible to a Dean or other appropriate administrator of a State university.

Responsible for coordinating the academic and/or administrative activities of an academic program or unit.

May assist with developing and administering the budget for the academic program or unit.

May be responsible for advising and/or counseling activities and, in the case of cooperative educational programs, placing students participating in such programs.

May coordinate the recruitment, selection, appointment, and evaluation of employees.

Serves on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **VICE PRESIDENT, RESEARCH/SPONSORED RESEARCH**

ADMINISTRATIVE CODE: **O1**

DESCRIPTION

Responsible to the President or other appropriate administrator of a State university.

Responsible for developing and implementing policies and procedures which affect the research functions and operations of the university.

Responsible for developing the budget and the allocation of resources used to conduct research.

Responsible for the recruitment, selection, and evaluation of staff.

Makes presentations to internal and external groups of the university community, public, and private agencies.

May represent the university on State and national councils and committees on matters related to the research functions of the university, particularly as they affect the State of Florida.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful research or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE VICE PRESIDENT,
RESEARCH/SPONSORED RESEARCH**

ADMINISTRATIVE CODE: **O2**

DESCRIPTION

Responsible to the Vice President for Research/Sponsored Research or other appropriate administrator of a State University.

Assists with the development and implementation of policies and procedures which affect the research functions and operations of the university.

Assists with the development of the budget and the allocation of resources used to conduct research.

May make presentations to internal and external groups of the university community, public, and private agencies.

May represent the university on State and national councils and committees on matters related to the research functions of the university, particularly as they affect the State of Florida.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful research or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT VICE PRESIDENT, RESEARCH/SPONSORED
RESEARCH**

ADMINISTRATIVE CODE: **O3**

DESCRIPTION

Responsible to the Vice President, Research/Sponsored Research or other appropriate administrator of a State university.

Assists with the development and implementation of policies and procedures which affect the research functions and operations of the university.

Assists with the development of the budget and the allocation of resources used to conduct research.

Assists with the recruitment, selection, and evaluation of staff.

May make presentations to internal and external groups of the university community, public, and private agencies.

May represent the university on State and national councils and committees on matters related to the research functions of the university, particularly as they affect the State of Florida.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful research or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **PRESIDENT**

ADMINISTRATIVE CODE: **P0**

DESCRIPTION

Responsible to the Chancellor of the State University System.

Serves as Chief Executive Officer of a State university.

Responsible for developing and formulating plans and programs, and for providing overall direction to the administration of the university within the authority delegated by the Board of Regents.

Responsible for developing and administering university budgets.

Responsible for planning and initiating programs concerning organizational, operational, and academic functions of the university and for overseeing their execution.

Responsible for negotiating with administrative officials and representatives of business, community, and civic groups to promote the educational, research, and public service objectives and policies of the university.

Represents the university on state and national councils and committees on matters related to the overall function of the university, particularly as they affect the State of Florida.

Makes presentations to internal and external groups of the academic community.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: September 1969

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **PROVOST**

ADMINISTRATIVE CODE: **P1**

DESCRIPTION

Responsible to the President of a State university.

Responsible for the general academic and administrative functions of the university and \serves as the Chief Administrative officer.

Responsible for the development of policies and guidelines involving the academic and/or administrative affairs of the university.

Responsible for the development and administration of the university budget in support of academic/research programs.

Assists with negotiations involving administrative officials, representatives of business, community, and civic groups to promote the educational, research, and public service objectives and policies of the university.

May represent the university on State and national councils and committees on matters related to the overall function of the university, particularly as they affect the State of Florida.

Advises the President on matters related to the academic function of the university.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE PROVOST**

ADMINISTRATIVE CODE: **P2**

DESCRIPTION

Responsible to the Provost or other appropriate administrator of a State university.

Assists with the general academic and/or administrative functions of the university.

Assists with developing policies and guidelines involving the academic and/or administrative functions of the university.

May assist with developing and administering the university budget in support of academic/research programs.

May assist with negotiations involving administrative officials, representatives of business, community, and civic groups to promote the educational, research, and public service objectives and policies of the university.

May represent the university on State and national councils and committees on matters related to the overall function of the university, particularly as they affect the State of Florida.

May advise the Provost on matters related to the academic function of the university.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT PROVOST**

ADMINISTRATIVE CODE: **P3**

DESCRIPTION

Responsible to the Provost or other appropriate administrator of a State university.

Assists with the general academic and/or administrative functions of the university.

Assists with developing policies and guidelines involving the academic and/or administrative functions of the university.

May assist with developing and administering the university budget in support of academic/research programs.

May assist with negotiations involving administrative officials, representatives of business, community, and civic groups to promote the educational, research, and public service objectives and policies of the university.

May represent the university on State and national councils and committees on matters related to the overall function of the university, particularly as they affect the State of Florida.

May advise the Provost on matters related to the academic function of the university.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION ADMINISTRATIVE TITLE: **VICE PROVOST** ADMINISTRATIVE CODE: **P4**

DESCRIPTION

Responsible to the President, Provost or other appropriate administrator of a State university.

Generally shares the duties and responsibilities of the Provost but may have specific areas of responsibilities.

Assists with the general academic and/or administrative functions of the university.

May act as Chief Budget Officer for the university.

Assists with developing policies and guidelines involving the academic and/or administrative function of the university.

May assist with negotiations involving administrative officials, representatives of business, community and civic groups to promote the educational, research and public service objectives and policies of the university.

May represent the university on State and national councils and committees on matters related to the overall function of the university, particularly as they affect the State of Florida.

May advise the President on matters related to the academic function of the university.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **DISTRICT DIRECTOR**

ADMINISTRATIVE CODE: **R1**

DESCRIPTION

Responsible to a Dean or other appropriate administrator of a State university.

Responsible for the administrative leadership and supervision of the total Extension program within the counties of the assigned district, including budget development and oversight.

Provides leadership for the development and implementation of educational programs.

Works with County Extension Directors to create and maintain effective working relationships between the Board of County Commissioners, county officials and the Florida Cooperative Extension Service.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: October 1976

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE DISTRICT DIRECTOR**

ADMINISTRATIVE CODE: **R2**

DESCRIPTION

Responsible to a District Director or other appropriate administrator of a State university.

Assists with the general operation of an extension program; maintains county, state, and national policies related to programs within a district.

May assist with developing and administering the budget to support programs.

May assist with the recruitment, selection, appointment, evaluation, and training of employees in county and multi-county positions.

May assist with supervising, planning, and scheduling work assignments.
May serve as liaison to state and county extension personnel and other appropriate groups and individuals.

Coordinates public relations programs for the district.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: October 1976

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT DISTRICT DIRECTOR**

ADMINISTRATIVE CODE: **R3**

DESCRIPTION

Responsible to a District Director or other appropriate administrator of a State university.

Assists with the general operation of an extension program; maintains county, state, and national policies related to programs within a district.

May assist with developing and administering the budget to support programs.

May assist with the recruitment, selection, appointment, evaluation, and training of employees in county and multi-county positions.

May serve as liaison to state and county extension personnel and other appropriate groups and individuals and may coordinate public relations programs for the district.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: October 1976
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **DIRECTOR**
ADMINISTRATIVE CODE: **T1**

DESCRIPTION

Responsible to a Dean, Vice President, or other appropriate administrator of a State university.

Responsible for developing policies and academic/research programs for a center, institute, or interdisciplinary function.

Responsible for developing and administering the budget to support the academic/research programs of the unit.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: October 1976
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **ASSOCIATE DIRECTOR**
ADMINISTRATIVE CODE: **T2**

DESCRIPTION

Responsible to the Director or other appropriate administrator of a State University.

May assist with developing academic/research programs and policies for a center, institute, or interdisciplinary function.

May assist with developing and administering the budget to support the academic/research

programs of the unit.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT DIRECTOR**

ADMINISTRATIVE CODE: **T3**

DESCRIPTION

Responsible to the Director or other appropriate administrator of a State University.

May assist with developing academic/research programs and policies for a center, institute, or interdisciplinary function.

May assist with developing and administering the budget to support the academic/research programs of the unit.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **SCHOOL DIRECTOR**
ADMINISTRATIVE CODE: **T4**

DESCRIPTION

Responsible to a Dean or other appropriate administrator of a State university.

Responsible for developing academic and research programs and policies of a school.

Responsible for developing and administering the budget for the school.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **DIRECTOR, UNIVERSITY SCHOOL**
ADMINISTRATIVE CODE: **U1**

DESCRIPTION

Responsible to the Dean, College of Education, or other appropriate administrator of a State university.

Responsible for developing and implementing policies, academic programs, and curricula of a Developmental Research School.

Administers the education and research missions of the school.

Responsible for coordinating programs undertaken by the College of Education, University, and State Department of Education.

Responsible for developing projects/programs to acquire funding to support research.

Responsible for the recruitment, selection, appointment, evaluation, and training of employees.

Responsible for community and parent relations.

Serves on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: June 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE DIRECTOR, UNIVERSITY SCHOOL**

ADMINISTRATIVE CODE: **U2**

DESCRIPTION

Responsible to the Director or other appropriate administrator of a State university.

Assists with the development and implementation of policies, academic programs, and curricula of a Developmental Research School.

May assist with the administration of the education and research missions of the school.

May assist with coordinating programs undertaken by the College of Education, university, and State Department of Education.

May assist with developing projects/programs to acquire funding to support research.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May assist with community and parent relations.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT DIRECTOR, UNIVERSITY SCHOOL**

ADMINISTRATIVE CODE: **U3**

DESCRIPTION

Responsible to the Director or other appropriate administrator of a State university.

Assists with the development and implementation of policies, academic programs, and curricula of a Developmental Research School.

May assist with the administration of the education and research missions of the school.

May assist with coordinating programs undertaken by the College of Education, university, and State Department of Education.

May assist with developing projects/programs to acquire funding to support research.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May assist with community and parent relations.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **PRINCIPAL, UNIVERSITY SCHOOL**

ADMINISTRATIVE CODE: **U4**

DESCRIPTION

Responsible to the Director, University School, or other appropriate administrator of a State University.

Assists with developing and implementing policies, academic programs, and curricula of a Developmental Research School.

Assists with the education and research missions of the school.

Assists with coordinating programs undertaken by the College of Education, University, and State Department of Education.

Assists with the recruitment, selection, appointment, evaluation, and training of employees.

Schedules classes and assignments in teaching, research, service, and related duties.

Assists with community and parent relations.

Serves on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT PRINCIPAL, UNIVERSITY SCHOOL**

ADMINISTRATIVE CODE: **U5**

DESCRIPTION

Responsible to the Director, University School, or other appropriate administrator of a State University.

Assists with developing and implementing policies, academic programs, and curricula of a Developmental Research School.

May assist with the education and research missions of the school.

May assist with coordinating programs undertaken by the College of Education, University, and State Department of Education.

May assist with the recruitment, selection, appointment, evaluation, and training of employees.

May schedule classes and assignments in teaching, research, service, and related duties.

May assist with community and parent relations.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **VICE PRESIDENT, ACADEMIC AFFAIRS**

ADMINISTRATIVE CODE: **V1**

DESCRIPTION

Responsible to the President or other appropriate administrator of a State university.

Serves as Chief Officer of the university.

Assists the President in developing and formulating programs related to the academic affairs function.

Responsible for developing and administering the university budget for the academic affairs functions.

Assists in negotiations involving officials/representatives of business, community, and civic groups to promote the educational, research, public service objectives and policies of the university.

May represent the university on State and national councils and committees on matters related to the overall function of the university, particularly as they affect the State of Florida.

Serves as a member of appropriate policy and advisory committees.

Serves as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: April 1977

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE VICE PRESIDENT, ACADEMIC AFFAIRS**

ADMINISTRATIVE CODE: **V2**

DESCRIPTION

Responsible to the President, Provost, Vice President, or other appropriate administrator of a State university.

Assists in developing and formulating programs related to the specific function to which assigned.

May assist in developing and administering budgets for the functional unit to which assigned.

May assist in negotiations involving officials/representatives of business, community, and civic groups to promote the educational, research, and public service objectives and policies of the university.

May represent the university on State and national councils and committees on matters related to the overall function of the university, particularly as they affect the State of Florida.

May make presentations to internal and external groups of the academic community.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: April 1977
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **ASSISTANT VICE PRESIDENT, ACADEMIC AFFAIRS**
ADMINISTRATIVE CODE: **V3**

DESCRIPTION

Responsible to the President, Provost, Vice President, or other appropriate administrator of a State university.

Assists in developing and formulating programs related to the specific function to which assigned.

May assist in developing and administering the budget for the functional unit to which assigned.

May assist in negotiations involving officials/representatives of business, community, and civic groups to promote the educational, research, and public service objectives and policies of the university.

May represent the university on State and national councils and committees on matters related to the overall function of the university, particularly as they affect the State of Florida.

May make presentations to internal and external groups of the academic community.

May serve as a member of appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: April 1977
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **VICE PRESIDENT**
ADMINISTRATIVE CODE: **V4**

DESCRIPTION

Responsible to the President or other appropriate administrator of a State university.

Assists the President in developing and formulating programs related to the functions to which assigned. Develops policies and guidelines affecting the unit.

Responsible for developing and administering the budget for the unit.

May represent the university on State and national councils and committees.

Makes presentations to internal and external groups of the university community.

Serves as a member of appropriate policy and advisory councils.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **DIRECTOR, COUNTY EXTENSION**
ADMINISTRATIVE CODE: **X1**

DESCRIPTION

Responsible to a District Director or other appropriate administrator of a State university.

Responsible for the development and implementation of educational programs that are based upon the needs of the local citizenry and that contribute to maximizing the enhancement of agricultural, social, economic, environmental and cultural situations.

Develops and maintains positive, productive working relationships with county officials, community leaders, media, related agencies, clients and general public in order to expand extension educational outreach.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: October 1976

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **DISTRICT EXTENSION DIRECTOR**

ADMINISTRATIVE CODE: **X2**

DESCRIPTION

Responsible to a Dean or other appropriate administrator of a State University.

Responsible for the administrative leadership and supervision of the total Extension Program within the counties of the assigned district.

Provides leadership for the development and implementation of educational programs.

Works with County Extension Directors to create and maintain effective working relationships between the Board of County Commissioners, county officials and the Florida Cooperative Extension Service.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If academic rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: October 1976

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSOCIATE DIRECTOR, COUNTY EXTENSION**

ADMINISTRATIVE CODE: **X3**

DESCRIPTION

Responsible to a Director, County Extension or other appropriate administrator of a State university.

Assists with the development and implementation of educational programs that are based upon the needs of the local citizenry that contribute to maximizing the enhancement of agricultural, social, economic, environmental, and cultural situations.

Assist with developing and maintaining positive, productive working relationships with county officials, community leaders, media, related agencies, clients and the general public in order to expand extension educational outreach programs.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: October 1976

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **ASSISTANT DIRECTOR, COUNTY EXTENSION**

ADMINISTRATIVE CODE: **X4**

DESCRIPTION

Responsible to a Director, County Extension or other appropriate administrator of a State university.

Assists with the development and implementation of educational programs that are based upon the needs of the local citizenry that contribute to maximizing the enhancement of agricultural, social, economic, environmental, and cultural situations.

Assist with developing and maintaining positive, productive working relationships with county officials, community leaders, media, related agencies, clients and the general public in order to expand extension educational outreach programs.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: October 1976
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **DISTRICT EXTENSION DIRECTOR**
ADMINISTRATIVE CODE: **X5**

DESCRIPTION

Responsible to a Dean or other appropriate administrator of a State university.

Responsible for the administrative leadership and supervision of the total Extension Program within the counties of the assigned district.

Provides leadership for the development and implementation of educational programs.

Works with county Extension Directors to create and maintain effective working relationships between the Board of County Commissioners, county officials, and the Florida Cooperative Extension Service.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic and administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification
Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: **DISTRICT EXTENSION ASSOCIATE DIRECTOR**
ADMINISTRATIVE CODE: **X6**

DESCRIPTION

Responsible to a District Extension Director or other appropriate administrator of a State university.

Assists with the supervision of the total Extension Program within the counties of the assigned

district.

Assists with the development and implementation of educational programs.

Works with County Extension Directors to create and maintain effective working relationships between the Board of County Commissioners, county officials, and the Florida Cooperative Extension Service.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996

STATE UNIVERSITY SYSTEM OF FLORIDA

GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION

ADMINISTRATIVE TITLE: **DISTRICT EXTENSION ASSISTANT DIRECTOR**

ADMINISTRATIVE CODE: **X7**

DESCRIPTION

Responsible to a District Extension Director or other appropriate administrator of a State university.

Assists with the supervision of the total Extension Program within the counties of the assigned district.

Works with County Extension Directors to create and maintain effective working relationships between the Board of County Commissioners, county officials, and the Florida Cooperative Extension service.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Date Last Revised: New Specification

Effective: January 1, 1996