DRAFT UVI SHARED GOVERNANCE MATRIX

April 18, 2008

The following draft Shared Governance Matrix defines and clarifies the representative roles and responsibilities of decision-makers in various types of decisions at the University of the Virgin Islands. This document is in support of the UVI Shared Governance Model which was recommended by the Shared Governance Adhoc Committee (SGAC) and the Cabinet and addresses, in part, the governance related concerns raised by the Middle States Commission on Higher Education (MSCHE). It is intended to be a "living document" and will be subject to changes as they occur through the established processes. All internal University stakeholders should review this document for accuracy and additional input regarding the respective roles and responsibilities of the various decision makers at UVI as they currently exist. Should you note any inaccuracies/amendments, please inform Haldane Davies in the Office of the President or Stevie Henry, Chair, SGAC. The document "key" is located on the last page of this document. Thank you.

		Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	comments
A **Responsibilities**	**Decisions reserved to Board of Trustees**									
1	Assessment of Board's performance, self audit	D								
2	Assessment of president's performance	D	C					Board		
3	Auditor appointment, external auditor	D	R		R		R	Board	President	
4	Audit annual	D	R						VP/A&F	

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		Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	comments
	report, acceptance									
5	Budget, financial management and fiduciary responsibilities	D	R		R		C/R		VP/A&F	
6	Board of Trustees charter and bylaws	D								
7	Compensation of the president	D						Board		
8	Compensation of senior officers	A	D	C	C	C	R/C	Board	President	
9	Compensation of professional and administrative staff	A	D	C	C	C	R/C		Component Head/HR	
10	Compensation of faculty	A	D	C	C	C	R/C		Provost/HR	
11	Contracting Authority Policy	I	D		C	R/C			Component Head	Delegated by Board to President and Cabinet.
12	Authorizations reserved to the Board	D	R	R	R	R	R/C		Board, President	
13	Authorizations			R	R	R	R		Board,	Delegated

Responsibilities

D

		Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	comments
Responsibilities	delegated by the Board								President	by Board to President and Cabinet.
14	Degrees, conferring	A	D	R				R	Provost	
15	Endowments, grants and gifts, decisions	D	R		R	R R	R	C	VP/IA	
16	Investment policies	D	R			R	C		President	
17	Lease authorization	A	R				D		President	
18	Naming of facilities and memorials	D	R	R		R	R	C	VP/IA	
19	Sale, purchase of real property, authorization	A	R						VP/A&F	
20	Tuition and general student fees	D	R	R		D		C	Provost, VP/A&F, CEA, IT	
21	Strategic plan	A/D	R					C	President	

R

C/R

		Board of Trustees	President	Provost	VP/A&F	VP/IA R	Cabinet	Senate	Area of Origin	comments
B **Responsibilities**	**Administrative Matters**									
1	Component allocation of resources		D					C	Component Heads	Budget committee recommends

R

	Responsibilities	Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	comments
										to the cabinet
2	Organization or name change	A	D	R	R	R	R	C	Component	
3	Budget	A	D		R		R		Component	
4	Capital projects	A	D		R		R	C	President, VP/A&F	
5	President's goals, development	A	D	C	C	C	C	C	Board, President	
6	Academic division goals		A	D				C	Provost	
7	Non-academic divisions, goals		A	D	D	D C/R	D	C	Component Heads	
8	Administrative policies and procedures, development	A	D		R	R	C/R	C	Component Heads, Stakeholder Groups	Board delegates powers to the president
9	Faculty policy manual	A	D	R			C/R	C	Provost	
10	University calendar			R			D	C	Component Heads, Stakeholder Groups	
11	Student fees, general course related	A		D			R	C	Provost	
12	Student technology fees	A/C					D	C	IT, Provost, CEA	
13	Senate committees	A					C/D	D	Senate	

		Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	comments
14	Senate policies and operations						R	D	Senate	
15	Senate constitution, changes	A	R				R	D	Senate, Stakeholder Groups, President	
16	Student handbook	A	R				D	R	CEA, Provost	
17	University planning	A	D				R	C	President	Delegated by the Board to the President

		Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	Comments
Responsibilities **C – Personnel Matters**										
1	President, appointment/selection	D					M	M	Board	
2	Provost, VPs, appointment/selection		D/A				C	C	President	
3	Academic senior officers/deans		D	R			M		Provost	
4	Non-academic senior officers/directors		D		R	R	R		President, Component Heads	
5	President, assessment of	D	C							
6	Persons reporting to the president		D						President	
7	Academic officers		A	D				Board	Provost	
8	Non-academic officers		A		D	D	D		Component Heads	
9	Equal opportunity and affirmative action protocol		D	C	C	C	C/R	C	VP/A&F, HR	
10	Benefits	A	D	C	C	C	C/R	C	VP/A&F	
11	Discipline	A	D	C	C	C	C/R		Component Heads, HR	
12	Mediation procedures	A	D				R	C	President, HR, Stakeholder Groups	
13	Grievance procedures	A	D				C/R	C	HR	
14	Policies and procedures	A					D	R	Components, HR	
15	Leave		A	R	R	R	D	C	Components,	

		Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	Comments
Responsibilities									HR	
16	Faculty tenure and promotion	A	**D**	**R**			**R**		Provost	
17	Faculty appointment and reappointment		**C/A**	**D**			**C**		Provost	
18	Staff appointment and reappointment		**C/A**	**D**	D	D	**D**		Component Heads	
19	Faculty workload	A	**D**	**R**			**R**			
20	Workload adjustments		**D**	**R**	**R**	**R**	**R**	**C**	Components	
21	University-wide award program		**A**		**R**		**D**		Components, HR	
22	Reorganization	A	**D**	**C**	**C**	**C**	**R**	**C**	Board, President	
23	Student employee policy				**R**		**A**	**C**	Components, HR, CEA	
24	Teaching assignments for staff								Provost, Component Heads	Academic division dean, supervisor

		Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	Comments
D **Responsibilities**	**Curricular Matters**									
1	Academic freedom issues other than grievances	I/A	R				D	R	Provost	
2	Provost Component Committees (PCC)		A	R			D	C	Provost	PCCs are advisory to the provost, and reviews academic programs, standards, curriculum, new initiatives for funding, etc.
3	Academic program discontinuation		A	R			D	C	Provost	
4	Approval of curricular actions		A	R			D	R	Provost	
5	University-wide policies	A	D/R	D/R	R	R	R	R	President, Component Heads	
6	Academic			R			D	R	Provost	

Responsibilities		Board of Trustees	President	Provost	VP/A&F	VP/IA	Cabinet	Senate	Area of Origin	Comments
	program standards									
7	Student outcomes assessment			I			I	C	Provost	

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SHARED GOVERNANCE
Participants in Decision Making

Cabinet	All senior officers and component heads
A&F	Administration and Finance
IA	Institutional Advancement
Senate	University Senate (faculty association, staff council, student government association, university officers)
Board	Board of Trustees

Decision Making Responsibility Levels

A	Approves/Ratifies/Vetoes
D	Decides – some decisions require subsequent approval (designated by "A"), while others do not
R	Recommends/Formal Input
C	Consults/Informal Input
I	Is informed of decision made by someone else
M	Representative voting member