

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General Administration & Leadership

BCOM Policy: B2010

TOPIC: Academic and Administrative Leadership

Approval Date: 1/22/19

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Approved: Signature on File

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POLICY

BCOM shall assemble an experienced administrative leadership team with clearly defined responsibilities necessary for the delivery of the degree program.

RESPONSIBLE OFFICIAL(S):

Board of Trustees, President and Chief Executive Officer, Dean and Chief Academic Officer

PROCEDURE:

1. An organizational scheme that identifies all BCOM administration to the Director/Chair level shall be adopted that reflects the operational requirements to execute the mission and strategies of the College.
2. The CEO shall have a minimum of five years of experience in senior administration in an institution of higher education or healthcare setting and be appointed by the Board of Trustees.
3. The CFO shall have a minimum of three years of experience in financial management in an institution of higher education or healthcare setting and be appointed by the President.
4. All appointments to the faculty and positions of academic leadership shall be made by the Dean upon the advice of the faculty and with approval of the President of the College.
5. Faculty and staff selected to assume leadership positions shall be required to demonstrate experience in advancing learning, assessment, scholarly production, and/or such other skills as may be appropriate for the position.
6. A description of responsibilities for each position on the organizational scheme shall be developed and provided to the individuals occupying those positions.
7. The organizational scheme and position descriptions shall be disseminated internally to the campus community.
8. The Chief Academic Officer in cooperation with the Faculty Council shall prepare a description of the responsibilities of all faculty.
9. Faculty responsibilities shall in part constitute the terms of employment by the College and shall appear in the Faculty Handbook and employment agreement or contract.

CROSS REFERENCE: Policy B2000 Dean of the College