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SACS Application : 2004 : Part B : Core Requirement Three

University of South Florida St. Petersburg.

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USF St. Petersburg SACS Accreditation

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III. CORE REQUIREMENT THREE

Statement

The institution has a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board.

Effective July 1, 2003, Dr. Karen A. White was appointed to the position of Vice President and Campus Executive Officer after a nationwide search facilitated by the search firm of A.T. Kearney. A search committee comprised of representatives including faculty, staff, students, alumni and community composed the advertisement and a description of qualifications and personal attributes using USF St. Petersburg's Mission/Vision/Values/Goals statements as a guide for what the institution was seeking in its new leader (Attachment M: [Advertisement & Personal Attributes](#)). The committee reviewed over sixty applications and asked eleven candidates to a first interview. Four finalists were invited for two days each of sessions with the search committee; with the USF St. Petersburg administration; with USF Tampa administrators; with a faculty open forum; with a student open forum; and, with a community open forum. The search committee subsequently recommended that two of the four be invited back for sessions with the USF St. Petersburg Campus Board and USF's President.

Dr. White, prior to her USF St. Petersburg appointment, served as the Dean of the College of Fine Arts and Professor of Music at the University of Nebraska at Omaha. Her responsibilities included serving as the senior academic administrator and financial officer of the college, promoting and advancing the academic programs and artistic outreach of the departments, providing leadership for strategic planning of the departments and college within the mission of the university, providing planning and leadership for recruitment and retention of outstanding students and faculty, working with foundation representatives in development activities, serving as conduit for communication among the internal and external constituencies of the college, and serving as liaison with regional arts organizations. Her previous tenure as Executive Assistant to the Chancellor of the University of Maryland System from 1990-1993 provides additional experience working within a university system and federal grant applications.

In July 2001, the Florida Legislature (F.S. 240.527) mandated the following duties of the Chief Executive Officer of USF St. Petersburg (full



Dr. Karen A. White
USF St. Petersburg
Regional Chancellor

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text of F.S. 240.527 can be found in Attachment B-1, CEO duties on pages 138-139) :

- Administer campus operations within the annual operating budget as approved by the Campus Board.
- Recommend to the Campus Board an annual legislative budget request that includes funding for campus operations and fixed capital outlay.
- Recommend to the Campus Board an annual operating budget.
- Recommend to the Campus Board appropriate services and terms and conditions to be included in annual central support services contracts.
- Carry out any additional responsibilities assigned or delegated by the President of the University of South Florida for the efficient operation and improvement of the campus, especially any authority necessary for the purpose of vesting in the campus attributes necessary to meet the requirements of separate accreditation.

In addition, Dr. White's USF Letter of Employment ([Attachment N](#)) adds the following responsibilities:

"As Vice President and Campus Executive Officer your primary duties will include:

- Representing the interests of the Campus in the strategic planning, priority setting, and policy development process for the University.
- Providing academic leadership to the Campus to further its mission with respect to teaching, research and service to students, and the community.
- Continuing to assist in the development of SACS and other appropriate accreditation processes.
- Providing direction to program development and organization for the Campus.
- Working with faculty to improve the programs, services, and products of the Campus.
- Exercising administrative authority over the utilization of Campus resources in service of the mission of the Campus and the University.
- Maintaining sound management practices for the Campus including accountability.
- Working with the Provost and other USF vice presidents and deans in furtherance of the educational, research, and service goals of the Campus and the University.
- Working with the Vice President for Advancement and Alumni Affairs and the Associate Vice President for Government Relations to build financial, alumni, and legislative support for the Campus and the University.
- Working with external constituencies in the field of education, engineering, business, arts and sciences, and in the community, especially school districts, to promote excellence in education at all levels."

The position of Vice President and Campus Executive Officer (VP/CEO) serves as Corporate Secretary of the USF St. Petersburg Campus Board. The VP/CEO is not the presiding officer of the Board.

On February 10, 2004, the position of Vice President & CEO was formally changed to Regional Chancellor. USF St. Petersburg functions within the University of South Florida system in a similar manner to that of comparable higher education systems in nearby states, and this title

change reflects that status. A copy of the letter conferring the new title can be found in [Attachment A-4](#), Part A of this application.

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Minimum Documentation Required

1. Name of the chief executive officer and his/her title.
2. A position description for the chief executive officer defining specific duties and responsibilities.
3. A list of other employment duties/responsibilities, if any, of the CEO, both external and internal to the institution (such as chief executive officer of the system or head of another institution/school).
4. Administrative Policy Manual.
5. Organizational Chart for the institution.

Supporting Documents

Attachment M:	VP/CEO Position Advertisement & VP/CEO Personal Attributes
Attachment N:	Letter of Offer of Employment for Karen A. White
Attachment B-1	All duties and responsibilities of the VP/CEO are outlined in F.S. 240.527, pages 138-139
USF SP #1	USF St. Petersburg Policies and Procedures Manual
Attachment O:	USF St. Petersburg Organizational Charts : VP/CEO Academic Affairs Administration & Finance Nelson Poynter Memorial Library Student Affairs Physical Plant Police/Public Safety Academic Advising Admissions & Registration Financial Aid Advancement College of Arts & Sciences College of Business College of Education

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