

5. Appalachian State University Position Title Change Request.....Matthew Brody

Situation: Request to change the title of the current Chief of Staff position to Vice Chancellor and Chief of Staff.

Background: This title change is being requested to more accurately reflect the senior administrative level at which the position functions within the Chancellor's administration.

Assessment: Request title and role change of an existing EPA position.

Current Title
Chief of Staff

Requested Title
Vice Chancellor and Chief of Staff

Action: A vote is required to approve this title change.

March 31, 2015

Mr. Matthew S. Brody
Vice President for Human Resources
UNC General Administration
P. O. Box 2688
Chapel Hill, NC 27515-2688

Dear Matt:

I am writing to request a title change for our Chief of Staff position on behalf of Chancellor Sheri N. Everts. Chancellor Everts is requesting that the title be changed to "Vice Chancellor and Chief of Staff," to more accurately reflect the senior administrative level at which the position functions within her administration. The position incumbent, Dr. Randy Edwards, functions at the level of other vice chancellors and his extensive experience as an administrator at Appalachian qualifies him for this senior-level administrative position. You will find attached for your information a job description, an organizational chart for the Chancellor's Division and copy of Dr. Edwards' vita.

Chancellor Everts discussed the proposed new job title with our Board of Trustees on Friday, March 27 and the Board fully supports the change.

Please contact me if you need more information. Thank you for your assistance.

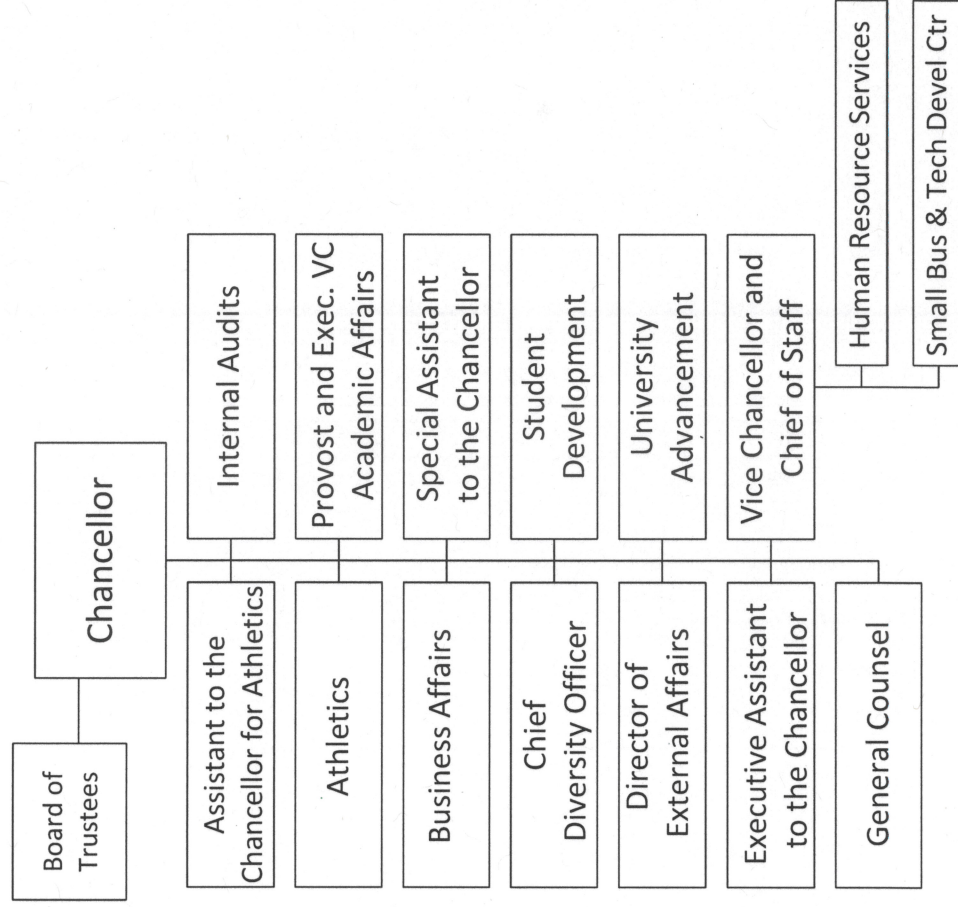
Sincerely,



Mark D. Bachmeier
Director of Human Resources

Attachments

Appalachian State University
Office of the Chancellor
2015-16



Job Description
Vice Chancellor and Chief of Staff
Appalachian State University

The Vice Chancellor and Chief of Staff reports directly to the Chancellor and coordinates and oversees the administrative operations of the University. Duties include, but are not limited to:

- Ensure that University policies, procedures and appropriate decision-making protocols are followed and that such policies, procedures and actions seek to advance the University's strategic plan.
- Serve as a key advisor to the Chancellor.
- Oversight of the Office of Human Resources.
- Oversight of the regional Small Business & Technology Development Center (SBTDC).
- Leadership of long-range financial planning and strategic planning.
- Work closely with the leadership and executive management team to ensure efficient operation of the University.
- Act as the Chancellor's representative and ambassador to external and internal constituents.
- Serve as the Chancellor's representative in her absence.
- Chair the University Space Management Committee and report recommendations to the Chancellor.
- Oversee the operations and staff of the Chancellor's Office.
- Assist in forming search committees for positions that report to the Chancellor.
- Develop agendas for Board of Trustees, Chancellor's Council, and Chancellor's Cabinet meetings.
- Assist in relationship building with various board members, including the Board of Trustees, Foundation Board, Board of Visitors, and advisory boards.
- Review correspondence and draft responses for the Chancellor as appropriate, or delegate and oversee such responses.
- Manage and direct special projects as directed by the Chancellor.
- Perform other duties as assigned.