

3359-5-01     Officers of the vice president and chief information officer division (~~VPSIO~~  
VPCIO division).

(A)     The president of the university as specified in rule 3359-1-05 of the Administrative Code, is executive head of all university colleges, branches, schools, and departments possessing duties, responsibilities, and powers as delineated in the bylaws.

(B)     Vice president for information and instructional technologies, libraries and institutional planning (CIO).

(1)     The vice president for information and instructional technologies, libraries and institutional planning (CIO) shall be appointed by the board upon recommendation of the president; shall hold office at the discretion of the president; and shall be responsible to the president.

Notwithstanding the direct reporting relationship between the vice president for information and instructional technologies, libraries and institutional planning to the president, it shall be the duty and responsibility of vice president for information and instructional technologies, libraries and institutional planning to coordinate with and keep the senior vice president and provost informed in advance on all matters, initiatives, or decisions within their area of responsibility that involve academic matters, or that have a reasonable expectation of involving or affecting the academic programs, activities, or directions of the university.

(2)     The vice president for information and instructional technologies, libraries and institutional planning is responsible for information services including networking and telecommunication services, university libraries including instructional media services, learning technologies and distance learning, information resource management and dissemination, institutional planning and assessment initiatives.

(3)     In the areas of information and instructional technologies, the vice president shall contribute to the strategic planning process through the design and implementation of management information systems; advocate for the advancement of technology for information research, management, and dissemination; provide advice and evaluation about existing technology projects and oversight of continuing projects; and encourage interfaculty collaborations in academic and administrative computing.

(4)     The vice president will advance the work of the university computing committees through sponsorship of joint efforts; and collaborate with relevant university committees to expand the consensus, support, and resources for common technology initiatives in academic, research, student service, and administrative areas. The vice president will also plan for the technological infrastructure to support faculty, academic, and administrative plans, and will advise the president and provost on major

university projects.

- (5) To fulfill responsibilities for this position, the vice president will:
- (a) Provide leadership for ~~vpeio~~ “VPCIO” division consisting of applications systems services; network and communication services; hardware operations and operating systems services; learning technologies and scholar/learner services; university libraries including instructional media services; institutional planning and assessment initiatives;
  - (b) Serve as liaison to appropriate university technology related committees;
  - (c) Serve as a member of and/or advisor to appropriate administrative bodies on matters related to instructional technology;
  - (d) Maintain authority over the libraries, information services, and institutional planning, and other direct reporting responsibilities as required;
  - (e) Share responsibility and decision making for allocation of technology funds with other senior level administrators;
  - (f) Enhance effective communication between internal and external information and instructional technologies constituencies and service providers, as well as with statewide and national organizations;
  - (g) Recommend information and instructional technologies budget priorities to the president and serve as principal advisor to the provost on information and instructional technologies issues;
  - (h) Serve as a resource to promote information and instructional technologies integration among all units, including the schools and colleges, extended campuses, administrative units, libraries and service units, to ensure efficient use of information technology and to facilitate the integration of information and instructional technologies into the curriculum; and
  - (i) Represent the university of Akron and serve as its chief information officer and spokesperson on matters related to information management and dissemination, computing, libraries, and instructional technology.
- (6) The vice president for information and instructional technologies, libraries and institutional planning (CIO) shall perform such other duties as may be assigned.
- (C) Director of applications systems services.

- (1) The director of applications systems services shall be appointed by the board upon recommendation of the president; and shall hold office at the discretion of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries and institutional planning (CIO)..
  - (2) The director of applications systems services will provide vision and leadership in the strategic planning, development and implementation of applications information services technology.
  - (3) The director of applications systems services will be responsible for planning, directing, and managing application systems services which includes new client/server based development, traditional business applications, database management, finance, “MIS”, “DSS”, data warehouse and the “UA” web.
  - (4) The director of applications systems services shall assist the vice president for information and instructional technologies, libraries and institutional planning (CIO) by performing those duties as may be assigned.
- (D) Director of network and communications services.
- (1) The director of network and communications services shall be appointed by the board upon recommendation of the president; and shall hold office at the discretion of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries and institutional planning (CIO).
  - (2) The director of network and communications services will be responsible for the strategic planning and implementation of the complex hardware and software communications infrastructure technologies to provide internet, intranet, and telephone services to the entire enterprise.
  - (3) ~~Responsible~~ The director of network and communications services shall be responsible for management of all university network hardware and software, supporting voice, data, and video communications.
  - (4) The director of network and communications services shall assist the vice president for information and instructional technologies, libraries and institutional planning (CIO) by performing those duties as may be assigned.
- (E) Director learning technologies and scholar/learner services.
- (1) The director learning technologies and scholar/learner services shall be appointed by the board upon recommendation of the president; and shall hold office at the discretion of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries and institutional

planning (CIO).

- (2) The director learning technologies and scholar/learner services will direct the operational, personnel, and planning functions of the help desk, learning web, computer based education and testing, multi-media learning technologies and new media center, audio visual services, and computer lab services.
- (3) The director learning technologies and scholar/learner services shall assist the vice president for information and instructional technologies, libraries and institutional planning (CIO) by performing those duties as may be assigned.

(F) Director hardware operations and operating systems.

- (1) The director hardware operations and operating systems shall be appointed by the board upon recommendation of the president; and shall hold office at the discretion of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries and institutional planning (CIO).
- (2) The director hardware operations and operating systems will provide vision and leadership in the strategic planning, development, and implementation for hardware operations and operating systems for the university's enterprise server and desktop systems.
- (3) The director hardware operations and operating systems will be responsible for planning, directing and managing hardware operations and operating systems for enterprise server and desktop technologies.
- (4) The director hardware operations and operating systems shall assist the vice president for information and instructional technologies, libraries and institutional planning (CIO) by performing those duties as may be assigned.

(G) Director institutional planning analysis, reporting and data administration.

- (1) The director institutional planning, analysis, reporting and data administration shall be appointed by the board upon recommendation of the president; and shall hold office at the discretion of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries and institutional planning (CIO).
- (2) The director institutional planning, analysis, reporting and data administration will provide leadership in shaping policy, by active participation in improvement of institutional effectiveness plans and programs.
- (3) The director institutional planning, analysis, reporting and data administration will

manage the activities of the professional staff charged with institutional reporting, institutional assessment, and data administration.

- (4) The director institutional planning, analysis, reporting and data administration shall assist the vice president for information and instructional technologies, libraries and institutional planning (CIO) by performing those duties as may be assigned.
- (H) Project management and continuous quality improvement officer.
- (1) The project management and continuous quality improvement officer shall be appointed by the board upon recommendation of the president; and shall hold office at the discretion of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries and institutional planning (CIO).
  - (2) The project management and continuous quality improvement officer will manage and guide the design, development, testing and implementation activities for projects using state of the art project software and appropriate standards.
  - (3) The project management and continuous quality improvement officer will coordinate all planning and develop policies to ensure secure, efficient, and appropriate use of resources.
  - (4) The project management and continuous quality improvement officer will review and approve applications systems to ensure quality.
  - (5) The project management and continuous quality improvement officer will support the “VPCIO” in the areas of project management, personnel, financial, contractual, and programmatic requirements.
  - (6) The project management and continuous quality improvement officer shall assist the vice president for information and instructional technologies, libraries and institutional planning (CIO) by performing those duties as may be assigned.
- (I) Assistant to the “VPCIO” budget/technical.
- (1) The assistant to the “VPCIO” budget/technical shall be appointed by the board upon recommendation of the president; and shall hold office at the discretion of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries and institutional planning (CIO).
  - (2) The assistant to the “VPCIO” budget/technical will assist in the development, coordination, and management of the “VPCIO” division budget resources as well as providing technical assistance in the analysis of budget data, formulation of technical

reports, retrieval of data, and special projects as needed.

- (3) Assistant to the “VPCIO” budget/technical shall assist the vice president for information and instructional technologies, libraries and institutional planning (CIO) by performing those duties as may be assigned.

(J) Dean, university libraries.

- (1) The dean, university libraries shall be appointed by the board upon recommendation of the president; and shall be responsible to the president for information and instructional technologies, libraries, and institutional planning (CIO).
- (2) The dean, university libraries shall be administrative head of the university libraries and be charged with the general supervision thereof; recommend to the ~~vpeio~~ “VPCIO” appointment to, and dismissals for circulation all books and periodicals; take reasonable precautions for the preservation and safe-guarding of all ~~books~~ books, documents, equipment, and other property; submit to the VPCIO an annual report concerning the activities, conditions, and needs of the university libraries and notify the VPCIO of budgetary needs; prepare, in consultation with
- (3) University libraries faculty and staff, an annual ~~strategie planning~~ strategic planning updated; and offer students and faculty such formal and informal aids in the use of the university libraries as occasion demands.
- (4) The dean, university libraries shall assist the vice president for information and instructional technologies, libraries, and institutional planning (CIO) by performing those duties as may be assigned.

(K) Assistant to the ~~vpeio~~ “VPCIO”.

- (1) The assistant to the ~~vpeio~~ “VPCIO” shall be appointed by the board upon recommendation of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries, and institutional planning (CIO).
- (2) The assistant to the ~~vpeio~~ “VPCIO” will manage, at the direction of the ~~vpeio~~ “VPCIO” the overall information systems function of the organization, including systems and programming procedures and computer equipment operations. The assistant to the ~~vpeio~~ “VPCIO” coordinates the integration of office operations and information systems; and evaluates studies of the economics of possible alternation methods of processing.
- (3) The assistant to the ~~vpeio~~ “VPCIO” shall assist the vice president for information and instructional technologies, libraries, and institutional planning (CIO) by performing

those duties as may be assigned.

- (L) Assistant to the ~~vpeio~~ “VPCIO” security, disaster recovery and special projects.
- (1) The assistant to the ~~vpeio~~ “VPCIO” security, disaster recovery and special projects shall be appointed by the board upon recommendation of the president; and shall be responsible to the president through the vice president for information and instructional technologies, libraries, and institutional planning (CIO).
  - (2) The assistant to the ~~vpeio~~ “VPCIO” security, disaster recovery and special projects shall plan, organize and manage security, disaster recovery and similar functions related to information systems.
  - (3) The assistant to the ~~vpeio~~ “VPCIO” security disaster recovery and special projects ensures that data systems and databases are protected from unauthorized users; and organizes the security investigation and implementation of corrective actions.
  - (4) The assistant to the ~~vpeio~~ “VPCIO” security disaster recover and special projects plans and manages the selection of off-premise storage facilities and resources needed for recovery operations, and directs the establishment of related plans and procedures.
  - (5) The assistant to the ~~vpeio~~ “VPCIO” security, disaster recovery and special projects shall assist the vice president for information and instructional technologies, libraries, and institutional planning (CIO) by performing those duties as may be assigned.
- (N) Other administrative officers and assistant. Such other administrative officers and assistants as are needed to carryon effectively the work of the university may be appointed by the board upon recommendation of the president of the university who shall define their duties and responsibilities.

Effective: November 17, 2002

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

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