President

Updated: 8/2/2012

FLSA: Exempt
Dept or Office: President's Office

Summary Description

The president is designated as the university's chief executive officer.

Responsibilities & Duties

As chief executive officer, the president of Murray State University reports directly to the 11-member Board of Regents and is ultimately responsible to that governing board for the supervision and administration of academic, business and fiscal operations, as well as all other matters pertaining to the institution. It is the duty of the president to make recommendations to the Board relating to the general policies of the institution and to the maintenance of coordination among its several functions, including fostering and promoting instruction, research and service.

Preparation of both a biennial budget request and an annual budget are responsibilities of the president, as well as the administration of an annual budget following its approval by the Board. The president serves the Board in a fiduciary capacity, especially with regard to all funds available to the university, whether in the nature of operating funds, reserves or investments. The president speaks officially for the university subject to the regulations of the Board of Regents, before all federal, state and local governmental offices, board and agencies and the representative of the university of the Kentucky Council on Postsecondary Education.

Other responsibilities of the president are to serve as the official medium of communication between the Board of Regents and the Faculty Senate, Student Senate, Staff Congress, administrative officers, and individual members of the campus community and to work closely with alumni, legislators, and other appropriate off-campus constituencies. In the day-to-day direction of the university affairs, the president interprets existing policy and has the authority to, upon occasion, establish new policy with respect to educational, business and financial matters which are not specifically addressed in broad policy approved by the Board. The president shall also have oversight of Intercollegiate Athletics and institutional fundraising.

Deans, directors, chairmen and other subordinate administrative officers, along with the vice presidents, are subject to the supervision and direction of the president. The president may delegate responsibilities and otherwise utilize the talents and abilities of subordinate administrators as appropriate in the administration of the university. However, the president shall have the prior consent or ratification of the Board of Regents in delegating major areas of authority or responsibility.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.