



UNIVERSITY OF
WEST GEORGIA

Last	N/A
Approved	
Effective	N/A
Next Review	N/A

Area	Administration/ Governance (Procedures)
Responsible Party	Office of Legal Affairs

Chief Functional Officers

Authority for Procedure granted by [UWG PL #1001, Institutional Policy and Procedure](#).

A. Background

~~Functional authority and titles are delegated by the President in order to comply with regulatory requirements and fulfill the goals of the institution.~~

The University operates within a framework of authority established by the Board of Regents (BOR). To ensure compliance with federal and state laws, BOR policies, accreditation requirements, and other regulatory obligations.

This procedure applies to all University divisions, departments, units, and employees who are assigned functional authority or designated as Chief Functional Officers or other institutional officials by the President.

B. Chain of Authority

~~Board of Regents (BOR) policy establishes the University President as Executive Head of the Institution, and mandates that discretionary powers be broad enough to discharge these responsibilities. The President may grant functional authority and titles to campus principals to ensure that the University remains in compliance with regulatory mandates and advances the interests of the institution.~~

BOR Policy Manual [02.06, Presidential Authority and Responsibilities](#), designates the University President as the Executive Head of the Institution and grants the President broad discretionary authority necessary to fulfill the responsibilities of that office.

Under this authority, the President may delegate functional authority and assign official titles to designated University officials to:

- : Ensure compliance with applicable laws, regulations, policies, and accreditation standards.
- : Promote effective institutional governance and administration.

- : Support strategic, operational, and academic objectives.
- : Designate accountable officials for specific regulatory, compliance, and operational functions.

All Vice Presidents serve as Chief Functional Officers for their respective divisions. Additional Chief Functional Officers may be designated by the President and may report through various administrative channels. Regardless of reporting structure, all Chief Functional Officers remain accountable for the functional authority assigned by the President.

Delegations of authority remain subject to the oversight and direction of the President and may be modified, reassigned, or revoked at the President's discretion.

The Chief Functional Officers Listing is the University's official record of delegated functional authority. The Office of Legal Affairs (OLA) maintains the listing on behalf of the President and records and publishes approved changes.

*See **Attachment** Appendix, Chief Functional Officers Listing.

C. Responsibilities

1. President

The President is responsible for the designation and delegation of functional authority and official titles necessary to support institutional operations and regulatory compliance.

2. Chief Functional Officers

Chief Functional Officers, including Vice Presidents, are responsible for:

- : Exercising the authority delegated to them in accordance with applicable laws, regulations, Board of Regents policies, and University policies and procedures.
- : Ensuring compliance within their assigned divisions, departments, units, or functional areas.
- : Establishing and communicating processes necessary to meet institutional and regulatory requirements.
- : Monitoring and addressing compliance risks within their areas of responsibility.
- : Coordinating with other institutional officials when responsibilities overlap or require cross-functional collaboration.
- : Advising University leadership regarding matters within their assigned functional authority.

3. Additional Responsibilities of Vice Presidents

In addition to their responsibilities as Chief Functional Officers, Vice Presidents are responsible for:

- : Providing executive oversight of their divisions.
- : Monitoring divisional compliance with University policies and procedures.
- : Supporting Chief Functional Officers within their divisions, where applicable.
- : Ensuring appropriate communication, implementation, and accountability for institutional requirements throughout their divisions.

D. Compliance

Vice Presidents ~~and~~, Chief Functional Officers, and other designated officials are ~~responsible for~~ ensuring accountable for carrying out the responsibilities associated with their delegated authority and maintaining compliance within their ~~division or units~~ respective areas of responsibility.

Resources

- [Board of Regents Policies](#)
- [UWG Policies and Procedures Library - PolicyStat](#)
- [University of West Georgia, Statutes](#)
(~~latest version approved by the Board of Regents~~)
- [UWG and USG Policies webpage](#)

Failure to fulfill assigned responsibilities may result in corrective action, reassignment of responsibilities, or other administrative actions, as appropriate.

Questions regarding functional authority designations or the Chief Functional Officers Listing should be directed to the Office of the President or the Office of Legal Affairs.

Definitions

~~**Policy** – established as "UWG Policy," which grants authority to ("enables") designated individuals to implement or enforce the policy.~~

~~**Procedure** – a method by which a policy can be accomplished. Procedures may include instructions on "how to" comply with a policy. Procedures generally are expressed as a series of operational activities or steps that should be executed. For UWG's Policies and Procedures, UWG Procedure may include additional requirements not characterized as method or "how to" to give some flexibility to manage change. Therefore, Procedures will be considered UWG Policy for purposes of enforcement.~~

Chief Functional Officer - An individual designated by the President to exercise a specific functional authority and serve as the accountable official for that function on behalf of the University.

Functional Authority - Authority delegated by the President to perform, administer, oversee, or ensure compliance with specific institutional, legal, regulatory, or operational requirements.

Resources

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- : [UWG Policies and Procedures Library - PolicyStat](#)
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Appendices/ Other Resources

- [Chief Functional Officers Listing](#)

Approval Signatures

Step Description

Approver

Date