

Executive Memorandum No. 3

Functions and Responsibilities of the President's Office

The primary purpose of the President's office is to

10. To coordinate all requests for grants and contracts from both public and private sources and to represent the Board of Regents in satisfying the budgetary and administrative requirements of each such grant or contract;
11. To administer the university-wide program of graduate studies;
12. To establish and maintain an office of institutional research and academic planning and to provide a continuous source of data to assist the administrative officers and the Board of Regents in understanding the educational operations of the University;
13. To establish policies for the coordination of purchasing for the University in a manner that will maximize economic advantages of centralized purchasing with a constant view to user satisfaction and convenience;
14. To coordinate university-wide personnel policies, including such matter as retirement, insurance, sick leave, vacation, salary levels for non-professional employees, labor negotiations and grievances, and general conditions for employment and separation;
15. To establish and maintain an effective office of equity and diversity to assure that every effort is being made to comply both with the spirit and the letter of federal and state laws and regulations governing equal opportunity for students and employees alike, and to assure that the University is in compliance with affirmative action laws governing universities;
16. To maintain an effective liaison with the Board of Directors and the officers of the University of Nebraska Foundation and the campus alumni associations, and to provide assistance in every way to these organizations to achieve their important goals;
17. To coordinate the continuing education and outreach programs of the University of Nebraska, with the exception of the Nebraska Cooperative Extension Service, so that the citizens of the state will have an opportunity to take advantage of the multiple educational programs offered by the entire University and to do so in the most convenient and economical manner. It is expected, therefore, that the entire University will offer its services to the citizens of the state through a centrally coordinated program.

Operational Relationships

The President's office shall function with the advice and counsel of the members of the President's Council – the Chancellors of the four university campuses, the other vice presidents, and such other officers as the president shall deem appropriate.

Reference: January 9, 1976
April 17, 1993

Edited for conformance April 2011
Retained for historical clarification and precedence