



## Board of Trustees

Policy Statement  
University Policy Library

Operational Area:	Employees
Responsible Executive:	Chief Operations Officer
Responsible Office:	Human Resources Office
Effective:	April 1, 2019

# University Officer Titles

## Employees

## Contents

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. Policy History
- V. Policy Approval

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### I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy defines the position titles designated as "Officer of the University."
- C. **Scope:** This policy applies to University officers and exempt employees.

### II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Operations Officer
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** Chief Human Resources Officer, 303-615-0999



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### III. Policy Statement

For the purpose of exempting some of the professional staff members of the University from the State Personnel System, pursuant to Article XII, Section 13 (2) of the State Constitution, and C.R.S. § 24-50-135(a), the following position titles at the University are designated as “Officer of the University.” It is the intention of this policy to allow a position to have a “working title” that is different than its official title.

- President
- Vice President
- Associate Vice President
- Assistant Vice President
- Dean
- Associate Dean
- Assistant Dean
- Business Manager
- Controller
- Executive Director
- Director
- Coordinator

### IV. Policy History

- Effective:** April 1, 2019
- Revised:** This policy supersedes section 4.14 of the *MSCD Trustees Manual, 2007*.
- Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.



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### V. Policy Approval

A handwritten signature in black ink, appearing to read "Janine Davidson".

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**Janine Davidson, Ph.D.**  
*President, Metropolitan State University of Denver*

A handwritten signature in black ink, appearing to read "John Paul Pogge".

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**John Paul Pogge, Esq.**  
*Chair, Board of Trustees, Metropolitan State University of Denver*