

SOP Type: Internal SOP - DELTA-level that does not directly affect entities outside of DELTA
 External SOP - DELTA-level that affects these entities:
 Unit SOP - DELTA individual unit(s) affected:

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1. Introduction

There are certain university-level guidelines that define the responsibilities associated with EPA professional titles, and position titles within DELTA are determined in accordance with those guidelines. Since many of these titles encompass a fairly wide range of responsibilities, it is useful to further describe the responsibilities associated with specific titles within DELTA in order to ensure equitable use of titles across the organization. These descriptions along with certain relevant definitions are provided below.

2. Titles and Associated Responsibilities

a) Associate/Assistant Vice Provost (AVP)

- Reporting Structure: Reports directly to Vice Provost
- Leadership: Provides leadership for a department and represents that department at the organization level
- Independence: Displays a very high level of independence in operating and decision making in functional area
- Supervision: Directly supervises permanent employees
- Budgetary Authority: Has overall planning, allocating, spending, and reporting budgetary responsibilities within a department, in collaboration with DELTA Finance & Business
- Other: Participates in organization-level and university goal-oriented strategic planning

b) Director

- Reporting Structure: Reports directly to AVP
- Leadership: Provides leadership for a unit and provides organization level leadership when assigned
- Independence: Displays a high level of independence and accountability in operating and decision making in functional area
- Supervision: Directly supervises permanent employees
- Budgetary Authority: Serves as primary authorizer for an operating account that supports multiple activities
- Other: May have some level of building responsibilities (e.g. housed in facility where a DELTA department, unit, or workgroup is located and provides oversight of classrooms, labs, or some part of the facility)

c) Associate Director

- Reporting Structure: Reports directly to AVP or Director (depending on existing reporting structure within department)
- Leadership: Provides leadership for a unit or workgroup and provides organization level leadership when assigned

- Independence: Displays a reasonably high level of independence in operating and decision making in functional area
- Supervision: Directly supervises permanent employees
- Budgetary Authority: Serves as primary authorizer for an operating account or is the primary authorizer of a phase within a project and recommends strategic purchases
- Other: May have some level of building responsibilities (e.g. housed in facility where a department, unit, or workgroup is located and provide oversight of classrooms, labs, or some part of the facility)

d) Assistant Director

- Reporting Structure: Reports directly to AVP, Director, or Associate Director (depending on existing reporting structure within department)
- Leadership: Provides leadership for a unit or workgroup and provides organization level leadership when assigned
- Independence: Displays a reasonably high level of independence in operating and decision making in functional area
- Supervision: May supervise permanent employees, temporary staff or have contractual support
- Budgetary Authority: Serves as primary authorizer for an operating account or is the primary authorizer of a phase within a project or recommends strategic purchases
- Other: May have some level of building responsibilities (e.g. housed in facility where a department, unit, or workgroup is located and provide oversight of classrooms, labs, or some part of the facility)

e) Senior Designation in Front of Title (as in Senior Instructional Designer)

- Reporting Structure: Reports directly to Director, Associate Director, or Manager (depending on existing reporting structure within department)
- Leadership: Provides primary leadership within an area of expertise
- Supervision: Does not directly supervise permanent employees but may lead projects that coordinates multiple staff
- Budgetary Authority: Does not have budgetary responsibility
- Other: Has senior level knowledge, skills, and abilities within area of expertise

f) Lead or Team Lead in title (as in Lead Instructional Designer or Lead LearnTech Support Technician)

- Reporting Structure: Reports directly to Director, Associate Director, or Manager (depending on existing reporting structure within department)
- Leadership: Provide guidance to the team based on management direction
- Supervision: Does not directly supervise permanent employees though provides guidance, instruction, direction and leadership to a group of other individuals (the team) for the purpose of achieving a key result or group of aligned results and/or the completion of clearly defined tasks and/or the successful implementation/day-to-day activities of a well-defined service. May supervise temporary staff or have contractual support.
- Demonstrated Skills:
 - Team diagnostic knowledge and skills – observes and understands team dynamics and team development
 - Interpersonal and team skills – establishes effective team processes in the areas of alignment, decision making, communication, problem solving, conflict management, performance measures, values and norms

- Budgetary Authority: Does not have budgetary responsibility
- Other: Has senior level knowledge, skills, and abilities within area of expertise

g) Other Titles

- EPA Professional positions that do not qualify for one of the above mentioned titles would be given the title within the State system that is most closely associated with the responsibilities of the positions (as in Multimedia Specialist)

New positions titles will be requested (through Human Resources) in accordance with this SOP. Existing EPA Professional positions will be reviewed and title changes will be requested within a reasonable time frame. If existing SPA positions meet the criteria described, the position should be reviewed. If it is determined by Human Resources that the position should remain SPA, then the employee should be given the appropriate working title.

3. Relevant Terms and Definitions

- Organization – DELTA
- Departments –Distance Education, Finance & Business, Educational Technology Services, Instructional Support Services, and Marketing & Partnership Development
- Unit – Falls under one of the departments but has its own Organizational Unit Code (OUC), (current examples are Distance Education Administrative Services, Distance Education Assessment & Diversity, Media Distribution Services, Rocky Mount Academic Programs, and Video Communications Services)
- Workgroup – Recognized workgroup within a department but does not have its own OUC
- Area of Expertise –Recognized content area within DELTA