

Georgia College & State University Administrative Officers List

A full-time administrative officer employed on a twelve (12) month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. Listed below are the positions that meet this criterion based on GCSU and BOR Policy. This list is reviewed and updated on an annual basis.

Salary Grade 13 Eligible Positions
Assistant VP of Facilities Management
Assistant Vice President of Enrollment Management and University Registrar
Assistant VP for University Communications & Chief Communications Officer
Chief Human Resources Officer
Chief Information Officer
Dean of Students
Executive Director of Athletics
Executive Director, Early Language & Literacy
Chief Audit Officer
Exec. Director of Inclusion & Belonging
Sr. Director of Financial Services

Executive Eligible Positions
President
Provost and VP for Academic Affairs
Associate Provost & Director of The Graduate School
Associate Provost for Student Engagement and Academic Excellence
Vice President for Finance and Administration
Vice President for Student Life
Vice President for University Advancement
Assoc. VP & General Counsel
Dean of the College of Arts & Sciences
Dean of the College of Business & Technology
Dean of the College of Education
Dean of the College of Health Sciences
Dean of the Honors College
Chief of Staff
Sr. Associate Vice President for Enrollment Management

Other Eligible Positions:

All 36Y full-time faculty will accumulate leave at 14 hours.

Policy Reference:

GC Policy – Full-time Faculty and Administrative Officers Vacation/Annual Leave Accrual Rates - <https://gcsu.smartcatalogiq.com/policy-manual/policy-manual/office-of-human-resources/time-away-from-work/annual-leave-for-full-time-faculty-and-administrative-officers/>

BOR Policy Manual – 8.2.7 Leave - <https://www.usg.edu/policymanual/section8/C224/#p8.2.7> leave

BOR HR Manual – Annual Leave – [https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP Annual Leave Time Away from Work.pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP%20Annual%20Leave%20Time%20Away%20from%20Work.pdf)

BOR Policy Manual – 3.2.1, 3.2.3, 3.2.3 – Faculty Membership - https://www.usg.edu/policymanual/section3/policy/3.2_faculties/