

SECTION XVII

University Administration

The University's Administrative Organizational Chart

See last page of this section.

Description of Administrative Positions

1. Executive Office of the President

a. President

The President of the University is the chief executive and academic officer of the University, appointed by the Board of Visitors, and serving at its pleasure. The President is responsible for the total operation of the University, with all official actions of the University under the President's authority, which authority may be specifically delegated to constituencies of the University at the President's discretion. The President is the official channel of communication between the Board and all University constituencies, and is the final institutional authority on all matters of policies and procedures, subject to Board review.

1) Executive Assistant to the President

The Executive Assistant to the President is responsible for assisting the President in carrying out the President's duties by performing such tasks as the President directs. The Executive Assistant is selected by, reports to, and serves at the pleasure of the President.

2) Special Assistant to the President

The Special Assistant to the President is responsible for special assignments and projects as directed by the President. The Special Assistant to the President is selected by, reports to, and serves at the pleasure of the President.

3) Special Assistant to the President for Policy and Strategy

The Special Assistant to the President for Policy and Strategy is responsible for reviewing, evaluating and recommending policies and strategies that directly support the priorities and initiatives of the University. The Special Assistant to the President for Policy and Strategy is selected by, reports to, and serves at the pleasure of the President.

~~4) Special Assistant to the President for Student Success~~

~~The Special Assistant to the President for Student Success is responsible for assessing everything that we do that touches student success, identify best practices throughout the country, and recommend near term and long term actions that will create a university culture that powerfully contributes to the retention and graduation of our students. The Special Assistant to the President for Student Success is selected by, reports to, and serves at the pleasure of the President.~~

~~5)4) Director of Internal Audit~~

The Director of Internal Audit is responsible to the Board of Visitors for ensuring that adequate internal controls are practiced in the financial and operational management of the institution and provides assistance and advice to the University President on a continuing and routine basis. The Director is selected by and reports to the Board of Visitors.

5. University Counsel

University Counsel is the attorney for the University and all persons acting on behalf of the University. University Counsel is responsible for the development and implementation of legal policy and for ensuring that the University's activities conform to all applicable laws. University Counsel is appointed by the Board of Visitors and the Attorney General of the Commonwealth of Virginia, in consultation with the President, and serves at their pleasure. University Counsel

Change #16

reports to the Attorney General of the Commonwealth of Virginia on matters of legal advice and representation and to the Board of Visitors on matters involving the implementation of legal policy.

b. Chief of Staff

The Chief of Staff represents the President to external and internal constituencies, and handles routine operations of the President's Office. The Chief of Staff is responsible for and has delegated authority over all administrative affairs of the University. The Chief of Staff acts for the President in the President's absence on non-academic issues. The Chief of Staff has signature authority for the Provost in the Provost's absence on matters where the Provost is empowered to act for the President. The Chief of Staff is selected by, reports to, and serves at the pleasure of the President.

The following individuals report to the Chief of Staff:

1) Director of Intercollegiate Athletics

The Director of Athletics is responsible for all policies and practices of the Department of Athletics, including intercollegiate sports, their support, facilities, and resources. The Director is selected by and serves at the pleasure of the President. The Director reports to the Chief of Staff.

2) Director of Planning and Budget

The Director of Planning and Budget is responsible for preparation of the preliminary and final annual operating budget of the University, the monitoring and reconciliation of the annual operating budget, and the recommendation for reallocation of resources as required. In addition, the Director of Planning and Budget is responsible for monitoring the appropriation and allotment status of all funds for the University, the development of annual revenue projections based on enrollment projections, tuition and fee rates, and the development of tuition and fee recommendations for review by executive management and approval by the Board of Visitors. The Director of Planning and Budget is selected by, reports to, and serves at the pleasure of the Chief of Staff.

3) Director of Communications ~~and Public Relations~~

The Director of Communication ~~and Public Relations~~ directs the planning, budgeting, writing, design, production, and distribution of university publications. The Director develops and executes an annual publications plan that will create a unified image for the university and provides products and services to a variety of constituents in a timely and effective manner. **In addition, all media relations are coordinated through this office.** The Director is selected by, reports to and serves at the pleasure of the Chief of Staff.

2. Division of Academic Affairs

Provost

The Provost is responsible for and has delegated authority over all academic affairs of the University, including the academic management and organization of the institution, the development and approval of the University's curriculum, and the participation of the Faculty in matters of university governance. The Provost is Dean of the Faculty, and, as such, is the ranking member of the Faculty. The Provost is an ex officio member of all committees, which report to the Instructional Faculty. The Provost acts for the President, on academic matters, in the President's absence. The Provost has signature authority for the Chief of Staff's absence on matters where the Chief of Staff is empowered to act for the President. The Provost is selected by, reports to, and serves at the pleasure of the President.

The following individuals report to the Provost:

a. Vice Provost

The Vice Provost assists the Provost with respect to curriculum development, faculty communications, Faculty Recruitment, faculty evaluation, and the development of a long term Academic Plan. The Vice Provost supervises the Office of Sponsored Programs. In addition, the Vice Provost performs other tasks as designated by the Provost. In the absence of the Provost, the Vice Provost acts for the Provost. The Vice Provost is selected by, reports to, and serves at the pleasure of the Provost.

Change #16

b. Associate Provost for Academic Services

The Associate Provost for Academic Services assists the Provost in matters of student academic services, student success, and student communications and concerns. The Associate Provost serves as Director of Graduate Studies, directs the academic and administrative affairs of the University's graduate program, and is responsible for the development of the graduate program. The Associate Provost supervises the Office of Academic Advising, the Office of Career Development, the Office of International Programs, the Office of Teacher Preparation, and the Office of Graduate Studies. In addition, the Associate Provost performs other tasks as designated by the Provost. The Associate Provost is selected by, reports to, and serves at the pleasure of the Provost.

c. Assistant to the Provost

The Assistant to the Provost is responsible for assisting the Provost in carrying out the Provost's duties with particular focus on budgetary and fiscal matters by performing such tasks as the Provost directs. The Assistant is selected by, reports to, and serves at the pleasure of the Provost.

d. Dean of the College of Liberal Arts and Sciences

The Dean of the College of Liberal Arts and Sciences is responsible for the overall organization, administration, and fiscal management of the College. The Dean is responsible for the coordination of the academic programs and instructional activities of the College. In the absence of the Provost and the Vice Provost, the Dean of the College of Liberal Arts and Sciences acts for the Provost. The Dean is selected by, reports to, and serves at the pleasure of the Provost.

e. Dean of the Luter College of Business and Leadership

The Dean of Luter College of Business and Leadership is responsible for the overall organization, administration, and fiscal management of the College. The Dean is responsible for the coordination of the academic programs and instructional activities of the College. In the absence of the Provost, the Vice Provost, and the Dean of the College of Liberal Arts and Sciences, the Dean of the Luter College of Business and Leadership acts for the Provost. The Dean is selected by, reports to, and serves at the pleasure of the Provost.

f. University Librarian

The University Librarian is responsible for the development of the library collection; for all library services (including instructional media services); and for the administration, organization, and fiscal management of the library. The University Librarian is selected by, reports to, and serves at the pleasure of the Provost.

g. Director of Institutional Research

The Director of Institutional Research is responsible for providing access to reliable, useful, and quality data, conducting needed research and analysis of the characteristics and performance of the university. The Director coordinates data collections supporting internal, external, state, and federally mandated reporting as well as supporting compliance with other governing and accrediting agencies. The Director also facilitates institutional improvement and university progress by providing information to support decision-making and planning for the CNU administration. The Director is selected by, reports to, and serves at the pleasure of the Provost.

h. Director of Equal Opportunity and Faculty Recruitment

The Director of Equal Employment Opportunity and Faculty Recruiting has two responsibilities. First, the Director ensures equal opportunity for all members of the University Community employees without regard to race, color, religion, sex, age, ethnic group, national origin, disability, or political affiliation. This includes investigation of all complaints of discrimination including claims of racial or sexual harassment. Second, the Director is responsible for the administration of the Faculty Recruitment Process. The Director is selected by and serves at the pleasure of the President. On equal opportunity matters, the Director reports to the Chief of Staff. On Faculty Recruitment matters, the Director reports to the Provost.

i. Director of Assessment and Evaluation

The Director of Assessment and Evaluation is responsible for supporting data-driven decision making for quality improvement, and to enable the University the ability to ascertain the degree to which our mission

Change #16

and strategic plan are being accomplished. The primary assessment focus is student learning outcomes, the learning that occurs as a result of the CNU experience. The Office of Assessment and Evaluation serves in a consulting role to faculty and administration to enhance all stages of the assessment process from writing objectives to using results. The Director is selected by, reports to and serves at the pleasure of the Provost.

3. Division of Administration and Finance

Executive Vice President

The Executive Vice President (EVP) is responsible for and has authority over the overall administrative and financial management of the institution. Reporting to the Executive Vice President are the Senior Associate Vice President for Administration and Finance, Senior Associate Vice President for Auxiliary Services, the Chief Information Officer, the University Architect, and the Executive Director of the Ferguson Center for the Arts. The Executive Vice President acts for the President on non-academic issues in the absence of the President and the Chief of Staff. The Executive Vice President is selected by and serves at the pleasure of the President. The Executive Vice President reports to the Chief of Staff.

The responsibilities of those individuals reporting to the Executive Vice President are as follows:

a. Senior Associate Vice President for Administration and Finance

The Senior Associate Vice President for Administration and Finance is responsible for the administration and finance areas of the University to include the Business Office, Plant Operations, Grounds Maintenance, and the Procurement Office. The Senior Associate Vice President for Administration and Finance is selected by, reports to, and serves at the pleasure of the Executive Vice President.

b. Senior Associate Vice President for Auxiliary Services

The Senior Associate Vice President for Auxiliary Services is responsible for providing coordinated fiscal and operational leadership/management to a variety of business services for the University to include Dining and Culinary Services, Housing, Parking Administration, Transportation, Campus Safety, University Bookstore, David Student Union and Freeman Center, Operations, Summer Conferencing and Scheduling. The Senior Associate Vice President for Auxiliary Services provides service, conveniences and amenities to the members of the community, University constituencies, and students in their daily life on campus. The Senior Associate Vice President for Auxiliary Services is selected by, reports to, and serves at the pleasure of the Executive Vice President.

c. Chief Information Officer

The Chief Information Officer is responsible for providing academic and administrative information technology services (including computing support) to the University's community and is responsible, in particular, for computer systems analysis and systems management. The Chief Information Officer is selected by, reports to, and serves at the pleasure of the Executive Vice President.

d. University Architect

The University Architect administers all campus construction-related projects to include both capital outlay and in-house projects, provides technical consultation working with consulting architects and engineers and assists the Executive Vice President and the Chief of Staff in the development of recommendations to the governing board and the President on long range capital development issues. The University Architect is selected by, reports to and serves at the pleasure of the Executive Vice President.

e. Executive Director of the Ferguson Center for the Arts

The Executive Director of the Ferguson Center for the Arts is responsible for the coordinated and operational leadership/management for the Center including booking performances and events. The Executive Director of the Ferguson Center for the Arts is selected by, reports to and serves at the pleasure of the Executive Vice President.

4. Division of Student Services

Vice President for Student Services

The Vice President for Student Services is responsible for the overall organization, administration and fiscal management of the Division of Student Services. The Vice President for Student Services is responsible for

Change #16

student services that affect the welfare of students outside the classroom. The Vice President for Student Services is responsible for the Offices of the Dean of Students, Admissions, Financial Aid, Registrar, President's Leadership Program, and University Police. The Vice President for Student Services acts for the President on non-academic issues in the absence of the President, the Chief of Staff, and the Executive Vice President. The Vice President for Student Services is selected by and serves at the pleasure of the President and reports to the Chief of Staff.

The following individuals report to the Vice President for Student Services:

a. Dean of Students

The Dean of Students is responsible for the supervision of the Office of Counseling Services, the Center for Honor Enrichment and Community Standards (CHECS), Residence Life, Student Activities, Multicultural Affairs, Orientation, and University Health and Wellness. The Dean provides leadership in improving the quality of student life at the University, working closely with departments from across campus to enhance the academic experience. The Dean of Students acts in the absence of the Vice President for Student Services. The Dean of Students is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

b. Dean of Admissions

The Dean of Admissions is responsible for the operation of the Office of Admissions. The Dean admits first year students to the University in conformity with the University's admission policies. The Dean of Admissions is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

c. Director of Financial Aid

The Director of Financial Aid administers the student aid program in compliance with federal and state statutes, university regulations, guidelines, and participation agreements; analyzes student applications for financial aid; determines eligibility; prepares award letters; authorizes the Business Office to disburse financial aid funds; and reports to local, federal and state agencies funding sources as required. The Director of Financial Aid is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

d. University Police Chief

The Chief of Police is responsible for campus safety, security and property protection, including traffic control and law enforcement activities. The Chief is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

e. University Registrar

The University Registrar is responsible for implementing the academic regulations and policies of the University, for maintaining student records, and for student registration and schedule changes. The Registrar schedules all academic/ educational classroom space, maintains statistical enrollment data; certifies completion of degree requirements; procures and distributes diplomas. The Registrar serves as secretary to the Academic Status Committee and the Undergraduate Degrees Committee is responsible for the recruitment and admission of transfer and readmitted students, for management of Veterans' Affairs and compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The Registrar is the Designated School Official (DSO) ensuring compliance with the U.S. Immigration and Customs Enforcement Department for admitting and enrolling international students. The Registrar is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

f. Director of the President's Leadership Program

The Director of the President's Leadership Program is responsible for developing a program to prepare students for lives of leadership, service, and civic responsibility through a distinctive program of leadership education that uniquely integrates academic study, experiential learning, and personal development. The Director of the President's Leadership Program is selected by, reports to, and serves at the pleasure of the Vice President for Student Services.

Change #16

5. Division of University Advancement

Vice President for University Advancement

The Vice President for University Advancement is responsible for planning, organizing and administering the University's fund-raising activities and alumni relations. The Vice President is directly responsible for the cultivation of major donors, for the development of planned giving and for the University's capital fund drives. The Vice President also serves as Executive Director to the University's educational foundation. The Vice President for University Advancement acts for the President on non-academic issues in the absence of the President, the Chief of Staff, the Executive Vice President, and the Vice President for Student Services. The Vice President is selected by, and serves at the pleasure of the President. The Vice President reports to the Chief of Staff.

The following individuals report to the Vice President for University Advancement:

a. Director of Alumni Relations

The Director of Alumni Relations is responsible for developing and implementing a program that will increase alumni participation in the life of the university. Activities include Alumni Chapter development and management, university liaison for the Alumni Society Board, planning special events, enlisting alumni support for Admissions sponsored student recruitment activities, and increasing attendance at University and Athletic events. The Director is selected by, reports to and serves at the pleasure of the Vice President for University Advancement.

b. Director of the Annual Fund

The Director of the Annual Fund is responsible for planning, organizing and administering the University's Fund for Academic Excellence Annual Fund Drive, through direct mail and telefund activities. The Director is selected by, reports to and serves at the pleasure of the Vice President for University Advancement.

c. Director of Planned Giving and Scholarships

The Director of Planned Giving and Scholarships is responsible for planning, organizing and administering deferred gifts with the University donors to include life income gifts, bequests by will or trust, retained life estates and charitable lead trusts, as well as administering the scholarship program. The Director is selected by, reports to and serves at the pleasure of the Vice President for University Advancement.

d. Director of Development for Athletics

The Director of Development for Athletics is responsible for soliciting gifts for the University's athletic programs in coordination with the Athletics Department. The Director is selected by, reports to and serves at the pleasure of the Vice President for University Advancement.

e. Director of Development for the Ferguson Center for the Arts

The Director of Development for the Ferguson Center for the Arts is responsible for soliciting gifts, grants and contracts in support of the Ferguson Center for the Arts, in coordination with the Ferguson Center Administration. The Director of Development for the Ferguson Center for the Arts is selected by, reports to and serves at the pleasure of the Vice President for University Advancement.

f. Controller, CNU Foundations

The Controller of the CNU Foundations is responsible for the receipting, disbursing, financial accounting and financial reporting for the CNU Educational and Real Estate Foundations. The Controller is selected by, reports to and serves at the pleasure of the Vice President for University Advancement.

g. Director of LifeLong Learning

The Director of LifeLong Learning Society (LLS) coordinates the activities of the LifeLong Learning Society including: the selection and scheduling of classes, recruitment of faculty, financial and data base management and organizing special events. The Director staffs the LifeLong Learning Steering Committee and supervises office staff and member volunteers. The Director is selected by, reports to and serves at the pleasure of the Vice President for University Advancement.

Change #16

h. Director of University Events

The Director of University Events designs, manages, and implements major ceremonial, presidential, and fund-raising events. The Director develops and executes an annual plan in conjunction with the Office of the President and the Office of University Advancement. The Director is selected by, reports to, and serves at the pleasure of the Vice President for University Advancement.

6. Human Resources

Vice President of Human Resources

The Vice President of Human Resources is responsible for recruiting, hiring, supporting, developing and serving the University employees. The Vice President of Human Resources acts for the President on non-academic issues in the absence of the President, the Chief of Staff, the **Executive** Vice President, the Vice president for Student Services, and the Vice President for University Advancement. The Vice President of Human Resources reports to the Chief of Staff and is selected by and serves at the pleasure of the President.

The following individual reports to the Vice President for Human Resources:

a. **Director of Human Resources**

The Director of Human Resources is responsible for recruitment, hiring, compensation, employee benefits, employee relations, and training of the University employees. The Director is selected by, reports to, and serves at the pleasure of the Vice President of Human Resources.

7. Additional Positions

Additional administrative positions may be created as needed. Existing positions may be left vacant or eliminated, consistent with the needs of the University.