

Change #19

SECTION XVII

2 University Administration

3

4 The University's Administrative Organizational Chart

5 See last page of this section.

6

7 Description of Administrative Positions

8

9 1. Executive Office of the President

10

11 a. President

12 The President of the University is the chief executive and academic officer of the University, appointed

13 by the Board of Visitors, and serving at its pleasure. The President is responsible for the total operation

14 of the University, with all official actions of the University under the President's authority, which

15 authority may be specifically delegated to constituencies of the University at the President's discretion.

16 The President is the official channel of communication between the Board and all University

17 constituencies, and is the final institutional authority on all matters of policies and procedures, subject to

18 Board review.

19

20 1) Executive Assistant to the President

21 The Executive Assistant to the President is responsible for assisting the President in carrying out the

22 President's duties by performing such tasks as the President directs. The Executive Assistant is

23 selected by, reports to, and serves at the pleasure of the President.

24

25 2) Special Assistant to the President

26 The Special Assistant to the President is responsible for special assignments and projects as

27 directed by the President. The Special Assistant to the President is selected by, reports to, and

28 serves at the pleasure of the President.

29

30 3) Special Assistant to the President for Policy and Strategy

31 The Special Assistant to the President for Policy and Strategy is responsible for reviewing,

32 evaluating and recommending policies and strategies that directly support the priorities and

33 initiatives of the University. The Special Assistant to the President for Policy and Strategy is

34 selected by, reports to, and serves at the pleasure of the President.

35

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.

36 5) Director of Internal Audit

37 The Director of Internal Audit is responsible to the Board of Visitors for ensuring that adequate

38 internal controls are practiced in the financial and operational management of the institution and

39 provides assistance and advice to the University President on a continuing and routine basis. The

40 Director is selected by and reports to the Board of Visitors.

41

42 b. Chief of Staff

43 The Chief of Staff represents the President to external and internal constituencies, and handles routine

44 operations of the President's Office. The Chief of Staff is responsible for and has delegated authority

45 over all administrative affairs of the University. The Chief of Staff acts for the President in the

46 President's absence on non-academic issues. The Chief of Staff has signature authority for the Provost in

47 the Provost's absence on matters where the Provost is empowered to act for the President. The Chief of

48 Staff is selected by, reports to, and serves at the pleasure of the President.

49

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The following individuals report 1 to the Chief of Staff:

2 ~~4~~ **a.** Director of Intercollegiate Athletics

3 The Director of Athletics is responsible for all policies and practices of the Department of Athletics,

4 including intercollegiate sports, their support, facilities, and resources. The Director is selected by

5 and serves at the pleasure of the President. The Director reports to the Chief of Staff.

6

7 ~~2~~ **b.** Director of Planning and Budget

8 The Director of Planning and Budget is responsible for preparation of the preliminary and final

9 annual operating budget of the University, the monitoring and reconciliation of the annual operating

10 budget, and the recommendation for reallocation of resources as required. In addition, the Director

11 of Planning and Budget is responsible for monitoring the appropriation and allotment status of all

12 funds for the University, the development of annual revenue projections based on enrollment

13 projections, tuition and fee rates, and the development of tuition and fee recommendations for review

14 by executive management and approval by the Board of Visitors. The Director of Planning and

15 Budget is selected by, reports to, and serves at the pleasure of the Chief of Staff.

16

34 c. Director of Communications and Public Relations

35 The Director of Communications and Public Relations directs the planning, budgeting, writing, design,

36 production, and distribution of university publications. The Director develops and executes an annual

37 publications plan that will create a unified image for the university and provides products and services to

38 a variety of constituents in a timely and effective manner. The Director is selected by, reports to, and

39 serves at the pleasure of the Chief of Staff.

40

41

17 2. Division of Academic Affairs

18

19 Provost

20 The Provost is responsible for and has delegated authority over all academic affairs of the University,

21 including the academic management and organization of the institution, the development and approval of the

22 University's curriculum, and the participation of the Faculty in matters of university governance. The

23 Provost is Dean of the Faculty, and, as such, is the ranking member of the Faculty. The Provost is an ex

24 officio member of all committees, which report to the Instructional Faculty. The Provost acts for the

25 President, on academic matters, in the President's absence. The Provost has signature authority for the Chief

26 of Staff's absence on matters where the Chief of Staff is empowered to act for the President. The Provost is

27 selected by, reports to, and serves at the pleasure of the President.

28

29 The following individuals report to the Provost:

30

31 a. Vice Provost

32 The Vice Provost assists the Provost with respect to curriculum development, faculty

33 communications, Faculty Recruitment, **faculty evaluation**, and the development of a long term Academic Plan. **The Vice**

Provost supervises the Office of Sponsored Programs. In

34 addition, the Vice Provost performs other tasks as designated by the Provost. In the absence of the

35 Provost, the Vice Provost acts for the Provost. The Vice Provost is selected by, reports to, and

36 serves at the pleasure of the Provost.

37

38 b. Associate Provost for ~~Research and Graduate Studies~~ **Academic Services**

39 The Associate Provost for Academic Services **assists the Provost in matters of student academic services, student success,**

and student communications and concerns. ~~Research and Graduate Studies plans, oversees, implements, and evaluates the~~

~~research activities for the University.~~ The Associate Provost serves as Director of Graduate Studies, ~~chairs the Graduate Programs Council~~, directs the academic and administrative affairs of the
42 University's graduate program, and is responsible for the development of the graduate program.
43 The Associate Provost supervises the **Office of Academic Advising, the Office of Career Development, the Office of International Programs, the Office of Teacher Preparation, Sponsored Programs, and the Office of Graduate Studies.** **In addition, the Associate Provost performs other tasks as designated by the Provost.**
~~44 Admissions.~~ The Associate Provost ~~for Research and Graduate Studies~~ is selected by, reports to,
45 and serves at the pleasure of the Provost.
46
47 c. Assistant to the Provost
48 The Assistant to the Provost is responsible for assisting the Provost in carrying out the Provost's
49 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.

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

7
8 e. Dean of the ~~School of Business~~ **Luter College of Business and Leadership**
9 The Dean of the **Luter College of Business and Leadership** ~~School of Business~~ is responsible for the overall organization,
administration, and fiscal management of the ~~College School~~. The Dean is responsible for the coordination of the academic
programs and instructional activities of the ~~College School~~. In the absence of the Provost, the Vice Provost, and the Dean of the
College of Liberal Arts and Sciences, the Dean of the **College of Business and Leadership** ~~School of Business~~ acts for the
Provost. The Dean is selected by, reports to, and serves at the pleasure of the Provost.

14
15 f. University Librarian
16 The University Librarian is responsible for the development of the library collection; for all library
17 services (including instructional media services); and for the administration, organization, and fiscal
18 management of the library. The University Librarian is selected by, reports to, and serves at the
19 pleasure of the Provost.

20
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 of Institutional Research is selected by, reports to, and serves at the pleasure of the Provost.

21 ~~g. Director of Academic Advising~~
~~22 The Director of Academic Advising is responsible for planning, organizing, conducting, managing~~
~~23 and developing the advising program for the University. Responsibilities include Services for~~
~~24 Students with Disabilities and making recommendations to the Provost for decisions in the areas of~~
~~25 freshman advising, registration assistance, orientation, faculty advisor training and advising~~
~~26 assessment. The Director is selected by, reports to, and serves at the pleasure of the Provost.~~

27
28 h. Director of Equal Opportunity and Faculty Recruitment
29 The Director of Equal Employment Opportunity and Faculty Recruiting has two responsibilities.
30 First, the Director ensures equal opportunity for all members of the University Community
31 employees without regard to race, color, religion, sex, age, ethnic group, national origin, disability,
32 or political affiliation. This includes investigation of all complaints of discrimination including

33 claims of racial or sexual harassment. Second, the Director is responsible for the administration of
34 the Faculty Recruitment Process. The Director is selected by and serves at the pleasure of the
35 President. On equal opportunity matters, the Director reports to the Chief of Staff. On Faculty
36 Recruitment matters, the Director reports to the Provost.
37

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 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 administrators 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.

38 i. Director of International Initiatives and Fellowships

**39 The Director of International Initiatives and Fellowships has two responsibilities. First, the Director
40 oversees all aspects of international initiatives including the development of new study abroad
41 programs for the University. The Director is the point of contact and is responsible for planning,
42 supervising, and administering study abroad initiatives. Second, the Director serves as the campus
43 representative for national and international scholarships and fellowships and oversees the
44 recruitment of students and the coordination of the application process. The Director of International
45 Initiatives and Fellowships is selected by, reports to, and serves at the pleasure of the Provost.
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3. Division of Administration and Finance

2

3 Executive Vice President

4 The Executive Vice President (EVP) is responsible for and has authority over the overall administrative and
5 financial management of the institution. Reporting to the Executive Vice President are the Senior Associate
6 Vice President for Administration and Finance, Senior Associate Vice President for Auxiliary Services,
7 the Chief Information Officer, the University Architect, ~~the Director of University Landscaping~~, and the
8 Executive Director of the Ferguson Center for the Arts.

9

10 The Executive Vice President acts for the President on non-academic issues in the absence of the President
11 and the Chief of Staff. The Executive Vice President is selected by and serves at the pleasure of the
12 President. The Executive Vice President reports to the Chief of Staff.

13

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

15

16 a. Senior Associate Vice President for Administration and Finance

17 The Senior Associate Vice President for Administration and Finance is responsible for the
18 administration and finance areas of the University to include the Business Office, ~~Human~~
19 ~~Resources~~, Plant Operations, Grounds Maintenance, and the Procurement Office. The Senior
20 Associate Vice President for Administration and Finance is selected by, reports to, and serves at the
21 pleasure of the ~~EVP, Executive Vice President~~.

22

23 b. Senior Associate Vice President for Auxiliary Services

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

31 selected by, reports to, and serves at the pleasure of the Executive Vice President.

32

33 c. Chief Information Officer

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

38

39 d. University Architect

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

46

47 ~~e. Director of University Landscaping~~

48 ~~The Director of University Landscaping is responsible for the design and implementation of all~~
49 ~~University landscaping projects. The Director of University Landscaping is selected by, reports to and~~
50 ~~serves at the pleasure of the Executive Vice President.~~

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e. Executive Director of the Ferguson Center for the Arts

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

6

7

4. Division of Student Services

8

9 Vice President for Student Services

10 The Vice President for Student **Services** is responsible for the overall organization, administration and fiscal
11 management of the Division of Student Services. The Vice President for Student Services is responsible for
12 student services that affect the welfare of students outside the classroom. The Vice President for Student
13 Services is responsible for the Offices of the Dean of Students, Admissions, Financial
14 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.

18

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

20

21 a. Dean of Students

22 The Dean of Students is responsible for the supervision of the **Offices of Counseling Services, 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

27 by, reports to, and serves at the pleasure of the Vice President for Student Services.

28

29 b. Dean of Admissions

30 The Dean of Admissions is responsible for the operation of the Office of Admissions. The Dean admits
31 first year students to the University in conformity with the University's admission policies. The Dean of

32 Admissions is selected by, reports to, and serves at the pleasure of the Vice President for Student
33 Services.

34

35 c. Director of Financial Aid

36 The Director of Financial Aid administers the student aid program in compliance with federal and state
37 statutes, university regulations, guidelines, and participation agreements; analyzes student
38 applications for financial aid; determines eligibility; prepares award letters; authorizes the Business
39 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.

42

43 d. University Police Chief

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

47

48 e. University Registrar

49 The University Registrar is responsible for implementing the academic regulations and policies of the
50 University, 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** and is responsible for the recruitment
and admission of transfer and readmitted students and 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.**

7

8 5. Division of University Advancement

9

11 10 Vice President for University Advancement

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

19

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

21 ~~a. Associate Vice President for University Advancement~~

~~22 The Associate Vice President for University Advancement is responsible for the operational and fiscal
23 management of the Advancement Office to include supervision of the annual fund, alumni development,
24 planning giving and scholarships, athletics development and management of the data systems supporting
25 advancement activities. The Associate Vice President is selected by, reports to, and serves at the
26 pleasure of the Vice President for University Advancement.~~

27

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**

administrative 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 planning, organizing and administering deferred gifts with 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 programs. 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 Athletic 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 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

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

28 h. Director of University Events

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

33

34 b. Director of Communications and Public Relations

~~35 The Director of Communications and Public Relations directs the planning, budgeting, writing, design,
36 production, and distribution of university publications. The Director develops and executes an annual
37 publications plan that will create a unified image for the university and provides products and services to
38 a variety of constituents in a timely and effective manner. The Director is selected by, reports to, and
39 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. In addition, the 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 individual reports to the Vice President for 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.

47 ~~7.6.~~ Additional Positions

48 Additional administrative positions may be created as needed. Existing positions may be left vacant or

49 eliminated, consistent with the needs of the University.