Chapter II
Administrative Organization

The President of the University

The President of the University is the Chief Executive Officer of the University, and has the authority to perform all acts necessary to carry out the purposes of the University in accordance with the policies and directives of the Board of Trustees. The President of the University shall keep the Trustees accurately informed of the affairs of the University, consult them on major decisions, submit to the Board of Trustees at its regular meeting in the fall, the names of the vice presidents, executive directors and members of the faculty for the current year, and at its annual meeting, the names of the graduates for that year.

The President of the University has the authority necessary to implement Board of Trustees' policies and directives by administrative regulations and requirements in all areas affecting the orderly and efficient operation of the University. This includes general supervision of academic and support programs and employees, allocation of resources, and to re-delegate such authority as necessary to achieve these and other purposes necessarily implied by the duties and responsibilities of the Office of the President.

The role of President of the University is one of creative leadership and therefore not to be described by a detailed listing of the specific duties of that office. The President of the University shall authorize changes in curriculum and faculty and shall report the same at the next regular meeting of the Board of Trustees. The President of the University appoints executive administrators to assist in the functioning of the University.

There are five (5) administrators who report directly to the President of the University. These five executive administrators are:

1. Vice President for Academic Affairs
2. Vice President for Student Life
3. Vice President for Enrollment Management
4. Vice President for Institutional Advancement
5. Vice President for Business and Finance

1. Vice President for Academic Affairs

The Vice President for Academic Affairs is the Chief Academic Officer of the University and is directly responsible to the President of the University for all activities of the academic program. The Vice President for Academic Affairs is assisted by the Dean for Undergraduate Studies and the Dean for Graduate and Adult Studies. To facilitate the best communication, they are each responsible for certain areas of the academic
Department Chairs assume general responsibility for the development and execution of departmental degree programs and for the development, implementation, and assessment of those programs and courses within a specific department. They are responsible for building strong teaching departments whose members reflect current knowledge of the discipline. Faculty Members are responsible for teaching, professional development, and service in the University community. They report directly to the Department Chairs as well as the Vice President for Academic Affairs. Faculty responsibilities are described in Chapter IV of this manual.

2. Vice President for Student Life

The Vice President for Student Life reports to the President of the University and is directly responsible for the coordination and over-all management of the following areas of the University: campus ministry, student activities, intercollegiate and intramural athletics, counseling, health services, residence halls, multi-cultural student services and career services.

3. Vice President for Enrollment Management

The Vice President for Enrollment Management reports directly to the President, sits on the President’s Cabinet, and staffs the enrollment management committee of the Board. As the University’s strategic and policy leader on enrollment matters, the VP plays a central role in implementing the University’s strategic plan. The Vice President provides vision and leadership in the offices of Admissions and Financial Aid.

4. The Vice President for Institutional Advancement

The Vice President for Institutional Advancement reports to the President of the University and is directly responsible to the President for all fundraising activities of the University including the annual funds, capital campaign, planned giving, alumni relations, corporate education, marketing, and any other tasks deemed appropriate by the President of the University.

5. The Vice President for Business and Finance

The Vice President for Business and Finance reports to the President of the University and is directly responsible for all financial operations of the University. The Vice President for Business and Finance coordinates the budget formulation process, formulates non-academic personnel policies and procedures, manages the physical plant and auxiliary enterprises, and performs any other tasks deemed appropriate by the President of the University.