

## CHAPTER III ADMINISTRATIVE ORGANIZATION

### A. THE BOARD OF TRUSTEES

The ultimate authority for the University is the Board of Trustees that operates the University under a charter from the State of Oregon. It is a self-perpetuating Board and elects its own chairperson and other officers. In consultation with the President, the Board of Trustees functions include, but are not limited to, the following:

- Determine and periodically review the University's mission and purposes.
- Appoint the President who shall serve as the University's Chief Executive Officer and regularly assess his/her performance.
- Review and approve proposed changes in the University's academic programs and other major enterprises consistent with the University's mission, plans and financial resources.
- Approve institutional policies on Faculty appointment, promotion, tenure, and dismissal.
- Approve the annual budget and annual tuition/fees, regularly monitor the University's financial condition, and establish policy guidelines affecting all institutional assets including investments and the physical plant.
- Contribute financially to the University's fund-raising goals.

The Board of Trustees currently operates through the following committees: Executive, Academic Affairs, Audit, Campus Property, Committee on Trustees, Finance, Investment, and Student Life. Occasionally, other ad hoc committees may be appointed to address specific tasks. Meetings of the Board are held four times during the year with the annual meeting taking place during the late spring or early summer. The Executive Assistant to the President serves as the liaison to the Board providing project and administrative support.

### B. THE PRESIDENT OF THE UNIVERSITY

The President of the University, appointed by the Board of Trustees, serves as chief executive officer of the institution, and reports directly to the Board. To assure a dynamic intellectual community, the President provides vision, academic leadership and the ability to promote the University's identity among all of its constituencies.

The following administrators report directly to the President: Vice President for Academic Affairs and Provost, Vice President for Finance and Administration, Vice President for University Relations, Vice President for Enrollment Management, Vice President for Student Affairs, and the Chief Information Officer.

### C. VICE-PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

The Provost and Vice President for Academic Affairs reports to the President and acts as the chief executive officer of the University in the absence of the President. The Provost is the chief academic officer of the University and is responsible for activities of the University relative to educational policy, academic planning, instructional program, student recruitment, and faculty personnel actions. The Provost is an active participant in all major University policy recommending bodies. Particular responsibilities include: defining and recommending for approval by the President, academic and educational policy, philosophy, goals and objectives of Pacific University with advice and counsel of the deans, program directors, faculty and committees as described in the University's governance structure; chairs the University Council; staffs the Board of Trustees' Academic Affairs Committee; initiates, in conjunction with deans and program directors, program evaluation and quality control; is responsible, in conjunction with the college deans and program directors, for the functions of college or school advisory boards; recommends to the President plans for organization and administration of the academic programs; is responsible for an ongoing program of institutional research; initiates and coordinates long and short range program planning for the University and formulates recommendations for the President; and provides oversight of the library, the athletics department, and the various centers and institutes affiliated with the academic programs.

#### D. THE VICE-PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance & Administration reports to the President and acts as the chief financial officer and as the chief executive officer of the University in the absence of the President and of the Provost. The duties and responsibilities of this office include advising the President and the Board of Trustees regarding all matters affecting the fiscal and physical well-being of the University; conferring with the President regarding non-academic personnel policies and problems; servicing of student loan funds; overseeing Institutional studies, surveys, and reports; overall supervisions, in cooperation with the immediate supervisors, of the University Center, Bookstore and contractual arrangements for the Food Services; overall supervision of the Physical Plant, including fire protection, vandalism control, traffic control, and grounds maintenance; providing for Insurance and bonding procedures and coverage; assigning office space in cooperation with the Provost, the deans, the department heads; maintenance of liaison with the local business community; operating all supporting services in a manner calculated to meet equitably the needs of the students, faculty, and staff; under the direction of the President. The Vice President coordinates and leads the budget building process for the University-wide budget and the five year financial plan; collection and disbursement of funds; seeing that adequate accounting procedures for the annual budget and monthly report for all cognizant offices and administrators are developed; payroll procedures; internal auditing; financial management of research grants and contracts; purchasing procedures; proper handling of new construction; interim financing of new projects; and oversight of debt covenants and related long-term borrowing.

#### E. THE VICE PRESIDENT FOR UNIVERSITY RELATIONS

The Vice President for University Relations reports to the President and acts as the chief executive officer of the University in the absence of the President, the Provost, and the Vice

President for Finance & Administration. The duties and responsibilities of this office include advising the President and the Board of Trustees with respect to all matters affecting the public relations and resource development of the University, including cultivating and soliciting donors and prospects; coordinating grant proposals to all outside funding agencies; and employing, directing, and supervising staff in alumni relations; annual, deferred, and capital giving programs; donor relations and stewardship; community and church relations; media relations, public information and publications; and university conferences and events operations. The Vice President serves on the President's Cabinet, the University Council, the Marketing Advisory Council, and various civic committees, councils, task forces and advisory groups to ensure the continued reinforcement of beneficial "town and gown" relationships between the institution and the broader community.

#### F. THE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

The Vice President for Enrollment Management reports to the President and is responsible for developing, implementing, and advancing a coordinated and coherent program of enrollment management for all academic units of Pacific University. In this capacity, the VPEM serves as the University's chief student recruitment officer and the coordinator of retention activities, overseeing all activities of the Admissions, Registrar's, and Financial Aid offices as well as the activities of the institutional researcher. The VPEM conducts research to elucidate a clear institutional mission to prospective and matriculated students and for effective positioning of the University in the higher education market. As a member of the President's Cabinet, the VPEM participates in planning and policy decisions that shape the future for the University. The VPEM works closely with the Vice Presidents for University Relations and Student Life and with the Deans and Directors of the academic programs to provide marketing strategy and develop and implement integrated marketing plans for successful recruitment and retention of students.

#### G. THE VICE PRESIDENT FOR STUDENT AFFAIRS

Reporting to the President, the Vice President of Student Affairs and Dean of Students advises the President and the Board of Trustees on all matters regarding student welfare and the quality of student life. This officer is a strong advocate of student interests and provides active leadership in developing a campus community consonant with Pacific's mission and values. In this capacity the Vice President develops goals and long range plans for the Student Life Division that are supported by the latest student development theories, and implements a program of student services in housing, residence life, health and counseling, campus activities, disabilities accommodations, multi-cultural awareness, fraternity/sorority life, campus safety, new student orientation, university handbook production, student governments, disciplinary systems, information distribution, graduate student support, crisis management, and other pertinent activities meant to maximize students' involvement, foster their personal growth, and encourage their persistence in school. The Vice President/Dean or designee serves on the President's Cabinet, the Manager's Council, the President's Council, the Standards & Advising Committee, the University Council, the Enrollment Management Group, the International Programs Advisory Council, the Athletics Department Advisory Council, the Elliott Trust Governing Board, the Marketing Advisory Council, the Pacific

Undergraduate Community Council, the Professional Programs Council and other task forces as assigned. He/she also serves as the compliance officer of Section 504 of the A74 Rehabilitation Act.

#### H. THE CHIEF INFORMATION OFFICER

The Chief Information Officer (CIO) reports to the President and serves in a dual role as Director, University Information Services. The CIO is responsible for all aspects of University technology services, computing and telecommunications. Responsible for strategic and tactical planning, technology funding and development of faculty, staff, facilities, and support services to provide a pro-active and service-oriented information services program that supports the University's missions of teaching, research and service. The Chief Information Officer directs the University information services programs, including the academic and administrative data environments, all network services, education technologies, media services, help desk operations, telecommunications, video communications and additional services determined by the University.

#### F. THE ACADEMIC DEANS

The deans report directly to the Provost and are responsible for the functioning of their respective colleges and schools. Within the limits of institutional policy and consultative processes, each dean will be responsible, under the aegis of the Provost, for budget preparation and control for the college, for the selection of faculty members, for the activities of the college and for its curriculum.

#### G. THE PROGRAM DIRECTORS

Program Directors are faculty members with part time administrative appointments. The Program Directors report directly to the Provost and are responsible for the functioning of their respective schools. Within the limits of institutional policy and consultative processes, each program director will be responsible, under the aegis of the Provost, for budget preparation and control for the school, for the selection of faculty members, for the activities of the school and for its curriculum.

#### F. THE ORGANIZATIONAL CHART

# PACIFIC UNIVERSITY ADMINISTRATION

