

POLICY AND PROCEDURES MANUAL



WILLIAM CAREY UNIVERSITY

Classification: GA

Number: 100

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Issued: Trustees, April, 1998

Revised: 5/22/12

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SUBJECT: ADMINISTRATIVE STRUCTURE

POLICY STATEMENT

It is the policy of William Carey University to delineate each administrative position and line of authority.

FACTS OF INTEREST

Each position at William Carey University is a significant one. Each person has his or her place of responsibility which is essential to the total operation of the University.

PROCEDURES

The following organizational outline shows how the University is structured under the direct supervision of the President:

- A. President
 - 1. Executive Vice President/Provost
 - 2. Vice President for Business Affairs and Chief Financial Officer
 - 3. Dean, College of Osteopathic Medicine
 - 4. Dean, Tradition Campus
 - 5. Director of Intercollegiate Athletics
- B. Executive Vice President/Provost
 - 1. Vice President For Academic Affairs
 - 2. Vice President for Institutional Effectiveness & Long Range Planning
 - 3. Vice President for Student Support
 - 4. Associate Vice President for Advancement
 - 5. Director of Admissions
 - 6. Director of International Admissions
 - 7. Director of Financial Aid
 - 8. Director of Information Technology
 - 9. Director of Alumni Relations
 - 10. Director of Baptist Student Union
 - 11. Coordinator of Bi-vocational Ministries
- C. Vice President for Academic Affairs
 - 1. Departments Chairs/Faculty
 - 2. Deans of Schools (Does not include the Dean, College of Osteopathic Medicine)
 - 3. Director of Libraries & Learning Resources
 - 4. Academic Dean of the Tradition Campus
 - 5. Coordinator of Desktop Publishing
 - 6. Registrar
 - 7. Coordinator of English Language Center, Dual Credit and QEP Programs & Svcs.

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- D. Vice President for Business Affairs and Chief Financial Officer
 - 1. Director of Human Resources
 - 2. Director of Facilities, Grounds and Maintenance
 - 3. Post Office
 - 4. Bookstore
 - 5. Staff Accountant and Compliance Director
 - 6. Student Accounts Supervisor
 - 7. Switchboard Operator
 - 8. Accounts Payable Coordinator
 - 9. Cash Management
 - 10. Energy Education Specialist
- E. Vice President for Institutional Effectiveness and Long Range Planning
 - 1. Director of Institutional Research
- F. Vice President for Student Support
 - 1. Food Services
 - 2. Security
 - 3. Director of Student Support Services
 - 4. Career Services
 - 5. Administrative Director of Housing
 - 6. Student Life Administrative Assistant
 - 7. Director of Student Activities & Cheerleading Coach
 - 8. Counseling Services
 - 9. Common Grounds
- G. Associate Vice President for University and Athletic Advancement
 - 1. Chief Advancement Officer
 - 2. Chief Advancement Officer – Tradition Campus
 - 3. Annual Fund Director & Special Gifts Officer
 - 4. Curator of Sarah Ellen Gillespie Museum of Art
- H. Dean, College of Osteopathic Medicine
 - 1. Associate Dean of Academics
 - 2. Associate Dean Basic Sciences
 - 3. Associate Dean Clinical
 - 4. A-Optic

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- I. Administrative Dean of the Tradition Campus
 - 1. Assistant Director of Baptist Student Union
 - 2. Academic Dean for the Tradition Campus
 - 3. Director of Keesler Center
 - 4. Director of Business Services/Recruiting
 - 5. Tradition Management Information System
- J. Director of Admissions
 - 1. Recruiters/Admission Counselors
 - 2. Graduate Office Manager
 - 3. Assistant Director of Student Marketing & Admissions – Tradition
 - 4. Director of International Admissions
- K. Director of Facilities
 - 1. Grounds Personnel
 - 2. Housekeeping
 - 3. Maintenance Supervisor and Fabricator
 - 4. HVAC Technician
- L. Director of Financial Aid
 - 1. Assistant Director of Financial Aid
 - 2. Assistant Director of Financial Aid – Tradition
- M. Director of Intercollegiate Athletics
 - 1. Men's and Women's Golf Coach
 - 2. Sports Information Director
 - 3. Women's Basketball Coach
 - 4. Assistant Men's Basketball Coach
 - 5. Men's Baseball Coach
 - 6. Women's Softball Coach
 - 7. Men's and Women's Soccer Coach
 - 8. Men's and Women's Tennis Coach
 - 9. Men's and Women's Cross Country Coach

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- N. Director of Information Technology
 - 1. Tradition Management Information Systems
 - 2. Programmer/Analyst
 - 3. Computer/Network Technician
 - 4. Coordinator of Special Projects and Asset Managements
 - 5. Coordinator of Instructional Technology
 - 6. Coordinator of Network and Infrastructure Services
 - 7. Telecommunications Technician
 - 8. CAMS Manager/SQL DBA

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President – The president shall be the chief executive officer of the university and shall report directly to the board of trustees. The president shall be the official adviser to and executive agent of the board of trustees and its executive committee. The president shall, as educational and administrative head of the university, exercise a general superintendence over all of the affairs of the institution, and bring such matters to the attention of the board as are appropriate to keep the board fully informed to meet its policy-making responsibilities. The president shall have power, on behalf of the trustees, to perform all acts and execute all documents to make effective the decisions of the board or its executive committee. The president shall give proper notice of all meetings of the board of trustees and shall keep a record of all committee appointments of the board of trustees and members of the administrative offices. The president shall be an *ex-officio* member of all committees of the board without power to vote.

In addition to the responsibilities related to the board of trustees, the president will give primary focus to the following:

1. Implement the university statement of purpose
2. Implement the long-range institutional and financial plans of the university
3. Secure financial resources for the university
4. Expand the donor base of the university
5. Strengthen ties between the university and the churches of the Mississippi Baptist Convention
6. Give direction and oversight to the intercollegiate athletic program, including direct supervision of the director of intercollegiate athletics, evaluation of the director of intercollegiate athletics, approval of employment of all coaches, approval of athletic budget, approval of conference and national affiliation and scheduling, and approval of expenditures for intercollegiate athletics.
7. Provide general oversight for the College of Osteopathic Medicine including direct supervision of the COM dean, who shall have authority to operate the WCUCOM within standards of the COCA, including direct control of the academic program, budget and faculty
8. Keep faculty, staff, students, and alumni informed about the progress of the university
9. Evaluate annually the effectiveness of the office of the president to make improvements
10. Conduct annual performance evaluations of those persons reporting directly to the president
11. Assume other functions necessary for achieving excellence as a Christian university

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Executive Vice President/Provost – The executive vice president and provost reports directly to the president. The executive vice president and provost (referred to as the provost) implements supervision to all academic and selected non-academic, areas of the university. The provost is responsible for working in coordination with the president to implement the university mission statement and to assist with carrying out the university financial and strategic plan. The provost will annually evaluate the effectiveness of the office and will project goals for advancing the university. The provost is empowered to make decisions in the absence of the president within the policies and procedures established by the board of trustees and university documents, subject to review by the president. The executive vice president and provost primary responsibilities are as follows:

1. Assist the university in implementing the statement of purpose
2. Assist the university in implementing the long-range institutional and financial plans
3. Assist in the annual evaluation of the effectiveness of the office for advancement personnel
4. Ensure that duties, responsibilities, authority, and accountability of all direct subordinates are defined and understood
5. Assist the president in development efforts
6. Update and maintain consistency among university policy documents (by-laws, catalog, handbooks, policy and procedure manual)
7. Provide general supervision to all areas that report directly to the executive vice president/provost
8. Maintain the university standard graphics manual and use of logo
9. Assist with the marketing efforts of the university
10. Edit and publish the Carey Pulpit
11. Direct the Carey scholar program
12. Other duties and responsibilities as assigned by the president

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Vice President for Academic Affairs – The vice president for academic affairs in the role as chief academic officer shall report directly to the provost. The vice president for academic affairs primary responsibilities are as follows:

1. Assist the university in implementing the statement of purpose
2. Assist the university in implementing the long-range institutional and financial plans
3. Provide oversight for all academic matters of the university
4. Evaluate annually the effectiveness of the office of academic affairs to make improvements
5. Evaluate annually the effectiveness of the academic deans except the dean of the WCUCOM, who is evaluated by the president
6. Other responsibilities are contained in the job description and organizational chart of the university

Vice President for Business Affairs and Chief Financial Officer – The vice president for business affairs shall be the chief financial officer of the university and shall report directly to the president. The chief financial officer shall be responsible for the following:

1. Assist the university in implementing the statement of purpose
2. Assist the university in implementing the long-range institutional and financial plans
3. Provide a bond to the university to faithfully perform the duties of the office, and to account for all monies
4. Cooperate with any independent auditors or certified public accountants retained by the board of trustees for the purpose of conducting audits of the financial statements and accounts of the university, and shall make reports at all meetings of the board of trustees and the Committee on Budget, Finance, Investments, and Audits with respect to the financial condition and operation of the university.
5. Evaluate annually the effectiveness of business office to make improvements. The chief financial officer has general oversight of all business and financial matters of the university. Other responsibilities are contained in the job description and organizational chart of the university.

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Vice President for Institutional Effectiveness and Long Range Planning - The vice president for institutional effectiveness and long range planning shall report directly to the provost. The vice president for institutional effectiveness and long range planning primary responsibilities are as follows:

1. Assists the university in implementing the statement of purpose
2. Assists the university in implementing the long-range institutional and financial plans
3. Assist the Long-Range Planning and Institutional Development Committee with the process of review and update annually of the Institutional Plan and the Financial Development Plan.
4. Monitor the planning and evaluation procedures of the university to ensure that the procedures are effective in improving the operations of the university.
5. Increase awareness of institutional effectiveness as the foundation of operational procedures.
6. Recommend to the executive vice president /provost and the president changes in planning and evaluation that can strengthen the institution.
7. Assist the Institutional Effectiveness Committee in monitoring the effectiveness process at the university.
8. Monitor the distribution of institutional data.
9. Annually assist in the effectiveness program in order to improve the university.

Vice President for Student Support - The vice president for student support shall report directly to the provost. The vice president for student services primary responsibilities are as follows:

1. Assist the university in implementing the statement of purpose.
2. Assist the university in implementing the long-range institutional and financial plan.
3. Provide leadership, management, and administrative direction to the student services department which complements and supports the academic mission of the university.
4. Create, enhance, support, and coordinate activities that foster learning and development for students.

Work collaboratively with other administrators, faculty, staff, and students to create learning opportunities to integrate students' academic, civic, and community experiences and responsibilities.

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5. Assist with the university's efforts to create a student approach to recruitment and retention.
6. Oversee, promote, and accept ultimate responsibility for the following student services functions:
 - a. Career Services
 - b. Counseling Services
 - c. Disability Support Services
 - d. Residential Life
 - e. Security
 - f. Student Activities
 - g. Student Support Services
7. Prepare, recommend, and administer a budget for above student services functions.
8. Prepare, print, and distribute student handbook annually
9. Represent the viewpoint of students to the president, vice presidents and other university personnel
10. Initiate recommendations for the supervision of appropriate student conduct on campus and administer discipline
11. Assume other duties as assigned by the provost

Associate Vice President for University and Athletic Advancement – The associate vice president for university and athletic advancement shall report directly to the provost. The associate vice president for university and athletic advancement shall be responsible for the following:

1. Assist the university in implementing the mission statement
2. Assist the provost in development efforts which include coordination of development calls and visits and follow-up support
3. Developing new donor prospects
4. Providing support for advancement officers
5. Develop programs to support university athletics, including an endowment to support athletic scholarship
6. Assume other duties as assigned by the provost.

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Dean, College of Osteopathic Medicine - The Dean of the College of Osteopathic Medicine reports to the president and is the chief academic officer directly responsible for the administration and leadership of programs leading to the awarding of the Doctor of Osteopathic Medicine (D.O.) degree. The Dean of the COM is prohibited by COCA standards, and by University bylaws from any employment obligations or contracts with outside sources. In order to comply with requirements of COCA he will assure that the COM is operating free of any faith-based requirements of the University.

1. Assist the university in implementing the mission statement
2. Assist the university in implementing the long-range institutional, financial and strategic plans
3. Responsible for securing external funding for construction of buildings, equipment, and endowment for the College of Osteopathic Medicine
4. Provide for oversight for all academic matters concerning the College of Osteopathic Medicine
5. Evaluate annually the effectiveness of the College of Osteopathic Medicine to make improvements in faculty, facilities and curriculum
6. Evaluate annually the effectiveness of the Assistant and Associate Deans of the College of Osteopathic Medicine
7. Uphold and implement all standards of the Council on Osteopathic College Accreditation of the American Osteopathic Association to maintain accreditation
8. Supervise and evaluate the chairs of all clinical sciences (Family Medicine, etc.).
9. Supervise and evaluate the associate and assistant Deans
10. Oversee and manage the faculty and staff, and assure yearly evaluations are performed (Acts on recommendations made for hiring, promotion and release of faculty). Make recommendations to the President for hiring, promotion, and dismissal of faculty in the College of Osteopathic Medicine
11. Oversee College of Osteopathic Medicine budget
12. Is the chief academic officer the College of Osteopathic Medicine
13. Approve the selection and purchase of required texts, and equipment
14. Sign medical school evaluation forms for all graduates
15. Mentor faculty and students to promote their growth and development
16. Oversee all WCUCOM committees
17. Approve all affiliation agreements for educational partners
18. Approve the students recommended to attend WCUCOM
19. Serve as an ambassador to the medical community and state divisional society
20. Oversee the recruitment, selection and hiring of faculty
21. Assure that all requirements of COCA are met
22. Work with the Office of Advancement to conduct fund raising campaigns to meet future needs of the COM
23. Perform other tasks assigned by the President for the successful operation of the COM

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Administrative Dean of the Tradition Campus – The administrative dean of the Tradition campus reports directly to the president. The administrative dean for the Tradition campus shall be responsible for the following:

1. Assist the university in implementing the mission statement
2. Assist the university in implementing the long-range institutional and financial plans
3. Responsible for the management and day-to-day operations for the following offices:
 - Recruiting/student marketing
 - Office of admissions
 - Financial aid office
 - Business office
 - Bookstore
 - Post office
 - Grounds maintenance
 - Housekeeping
 - Physical plant/facilities
 - Contract campus security

Responsibilities include: personnel management, administrative management, budgeting, financial management, and other duties as assigned by the president

4. Participate in the annual evaluation of the effectiveness of all administrative and support offices.

Director of Facilities, Grounds and Maintenance – The director of facilities, grounds and maintenance shall report directly to the vice president for business affairs and chief financial officer. The director of facilities, ground and maintenance shall be responsible for the following:

1. Assists the university in implementing the mission statement
2. Assist the university in implementing the long-range institutional and financial plans
3. Participate in the annual evaluation of the effectiveness of the physical plant

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4. In charge of building services and maintenance efforts for all land and building assets at all campus locations. Direct the efforts and evaluate the results of work performed by various skilled trades, including HVAC, house service, plumbing, electrical, telecommunications, and mechanical service personnel. Implement construction projects, perform pre-construction planning, perform site inspections and participate in job finals. Administer contracts on an ongoing basis. Responsible for certification of contractor payment requests. Participate in joint inspections in correct deficiencies, resulting from audits by in-house and outside agencies such as insurance agencies, OSHA, safety reviews, operational reviews, environmental reviews and fire department inspections. Provide for planning and implementation of facilities required for special functions such as graduation, preview days, and requirements for public use of the university facilities. Budget for and monitor requirements of the facilities, grounds and telecommunications departments

Director of Financial Aid - The director of financial aid shall report directly to the provost. The director of financial aid shall be responsible for the following:

1. Assist the university in implementing the mission statement
2. Assist the university in implementing the long-range institutional and financial plans
3. Specific job duties are as follows:
 - a. Oversee overall operations of the financial aid offices on all campuses
 - b. Responsible for end of year close out of all federal funds and the appropriation of funds for the next year
 - c. Responsible for the Circular A-133 Compliance Audit performed by the independent auditing firm
 - d. Assist other employees as necessary
4. Perform other tasks as deemed necessary for operation of the financial aid office
5. Participate in the annual evaluation of the effectiveness of the financial aid office

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Director of Intercollegiate Athletics – The director of intercollegiate athletics shall report directly to the president. The director of intercollegiate athletics shall be responsible for the following:

1. Evaluate annually the effectiveness of the athletic department in order to improve each area of responsibility
2. Assist the university in implementing the mission statement
3. Assists the university in implementing the long-range institutional and financial plans
4. Provide leadership and oversee all areas of athletic department

Director of Information Technology – The director of information technology shall report directly to the provost. The director of information technology provides an essential perspective on ways in which information technology can advance the academic and administrative goals of the university. The director of information technology direct the staff in the office of information technology services and has responsibility for the planning and deliver of all academic and administrative technologies at the university's campuses in Hattiesburg, Tradition and Keesler AFB. The director of IT works collaboratively with members of the Carey community to achieve a technology environment that is user-focused, flexible, cost-effective, and secure. The director of information technology shall be responsible for the following:

1. Assist the university in implementing the mission statement
2. Provide ongoing assessment of the technology needs and goals of faculty, students, staff, and other members of the Carey community
3. Develop annual and strategic plans to meet the institution's evolving technological objectives;
4. Identify staffing, budgetary and other technology resource requirements and develops creative approaches to meet these requirements
5. Develop appropriate two-way communication channels between the IT organization and members of the university community
6. Mange IT personnel including recruitment, training, coordination, internal communication, and performance evaluation
7. Monitor IT operations and budgets to ensure optimal use of financial and other resources
8. Monitor user satisfaction levels in collaboration with the technology committee

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9. Oversee the selection, procurement, maintenance, and replacement of central and distributed computing, networking, and telecommunications software and hardware
10. Collaborate with the technology committee to establish policies, standards, guidelines, and security practices for information technology resources
11. Coordinate allocation and use of technology spaces and infrastructure
12. Review and authorizes all staff requests for hardware, software, and training
13. Oversee the maintenance and creation of databases, reporting solutions, and other data management resources in support of administrative operations
14. Negotiate IT contracts and coordinates relations with vendors, government agencies, and other external entities
15. Represent the interest of the University in local, regional, and national IT committees, organizations, and other collaborative efforts
16. Maintain currency with technology trends applicable to higher education; provide periodic reports on the status of Carey's technological posture to executive officers, the board of trustees, and the University community