Part 1 University Purpose and Organization

1.1 Means for Changing the Faculty Handbook

1.1.1 Means for Changing Academic Policies

Within the provisions of the University Bylaws (Article VIII, Sections 3 and 4), the Faculty Assembly may determine academic policies, subject to the discretionary review and approval of the Faculty and Education Committee of the Board of Trustees, and the Board of Trustees. If the Board committee or the Board itself chooses to review a decision of the Faculty Assembly, the Faculty Assembly’s decision functions as a recommendation.

1.1.2 Means for Changing Committee and Council Descriptions

The divisional vice presidents may recommended to the President, for the President’s approval, changes or additions to committee or council responsibilities within the span and scope of the divisional responsibilities. Changes adopted in this fashion are subject to the review of the appropriate committees of the Board of Trustees, and the Board of Trustees, if either chooses to do so.

1.1.3 Means for Changing Operational Procedures

Mid-level managers may initiate changes in operational procedures after a collaborative review by the division(s) involved in the procedure. Due notice to those affected by the change is normative.

1.1.4 Means for Changing Personnel Policies and Benefits

The President’s Administrative Cabinet may recommend to the appropriate committees of the Board of Trustees, and the Board of Trustees itself, changes in personnel policies and benefits.

1.1.5 Means for Changing Position Descriptions

The divisional vice presidents may recommended to the President, for the President’s approval, changes or additions to job descriptions of individual administrators, faculty, and staff within the span and scope of the divisional responsibilities. Changes adopted in this fashion are subject to the review of the appropriate committees of the Board of Trustees, and the Board of Trustees, if either chooses to do so.
1.2 History, Mission, Organization and Governance

1.2.1 History

Mount Vernon Nazarene University was founded in 1964 by action of the General Assembly of the Church of the Nazarene. The first Board of Trustees, organized in spring 1966, elected Stephen W. Nease as the first president of the University in May. In September 1966 the Trustees voted to locate the University in Mount Vernon, Ohio on the Lakeholm farm. The land was purchased with funds raised by public subscription in the Mount Vernon area and deeded to the Board of Trustees as the site for the University. The University received its charter from the State of Ohio in December 1966. The first students, the pioneer class, arrived on campus October 12, 1968.

The first graduates received associate degrees in June 1970. Four succeeding two-year classes received associate degrees through May 1974. In 1972 the North Central Association of Colleges and Schools accredited the University as an associate degree conferring institution. Accreditation was extended in 1974 to include baccalaureate degree programs. In 1979 and 1989 the accreditation was reaffirmed. The first junior class enrolled in the academic year 1974 and the senior class was added in 1975. The first baccalaureate degree was awarded in May 1976. The graduate program began in 1991 with the first class of students in the Master of Ministry program. The first class of graduate students was graduated in May 1994.

The University received a Certificate of Authorization from the Ohio Board of Regents in 1969 and was elected to membership in the Ohio College Association in 1971. In 1975 the University received accreditation of the teacher education program. The Master of Arts in Education program received approval from the State of Ohio and the North Central Association of Colleges and Schools, and began its first class in fall 1995. The program’s focus is curriculum and instruction. Its first graduates completed the program in spring 1997.

The University began its degree completion program for adult learners in fall 1993. Its first graduates received the BBA degree (Bachelor of Business Administration) program in spring 1995. The program expanded to the Polaris campus in Westerville, OH in fall 1995. Since then the University has received authorization to operate programs in Gahanna, Lima, Newark, and Cincinnati.

Dr. John Allan Knight, the University’s second president, served from August 1972 until June 1975. Dr. L. Guy Nees, the third president, served from June 1975 until November 1980. In November 1980 Dr. William J. Prince became the fourth president of Mount Vernon Nazarene University. In July 1989 Dr. E. LeBron Fairbanks was elected as the fifth president and he retired in January 2007. The transition to University took place on August 1, 2002. Dr. Daniel J. Martin began his tenure as the sixth president on February 1, 2007.

1.2.2 Denominational Relationship and Control

Mount Vernon Nazarene University, a coeducational university of the arts and sciences, is the official university of the East Central Educational Region of the Church of the Nazarene. Sponsorship and support is charged to Nazarene congregations in Ohio, West Virginia, and eastern Kentucky, with control delegated to the Board of Trustees elected by the annual assemblies of the East Ohio, Central Ohio, North Central Ohio, East Kentucky, Northwestern Ohio, Southwestern Ohio, West Virginia North, and West Virginia South districts of the Church of the Nazarene. Many students come from this church constituency; however, the University is not narrowly sectarian. It welcomes students of like ideals to the University community.
1.3 Vision, Mission, Values, Guiding Principles and Institutional Philosophy

1.3.1 Vision Statement

Mount Vernon Nazarene University:
An Academic Community of Faith,
Shaping Christ-like Leaders
For Lifelong Service.
Ephesians 4:11-13

The vision is fulfilled through:

- quality undergraduate and graduate programs that attract and prepare an increasingly diverse student body;
- a campus environment that fosters learning, serving, fellowship, and worship;
- a community whose members view their lives and vocations as a sacred calling reflected in a lifestyle of holiness;
- challenging students to view themselves as global Christians with a world mission; and
- equipping graduates to pursue excellence in faith, learning, and living.

1.3.2 Mission Statement

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

This mission is fulfilled through campus experiences that personalize communication, living, and learning and is implemented through traditional and non-traditional programs leading to associate, baccalaureate, and graduate degrees.

1.3.3 University Motto

The aspiration of the University is that academic and student life activities be integrated in a Wesleyan holiness tradition to facilitate character, value, and cultural development to improve the quality of life. The University seeks to produce change in the student so that the student models the attitude expressed in the University motto “To seek to learn is to seek to serve.” As students experience the educational process, the University strives to enable students to function as competent Christians, competent citizens, and competent professionals.
1.3.4 Theological Belief Statement

As a university of the Church of the Nazarene, the University stands in the Wesleyan evangelical tradition, as summarized in the “Articles of Faith” and “Agreed Statement of Belief” in the Manual, Church of the Nazarene, we believe:

- In one God – the Father, Son, and Holy Spirit.
- That the Old and New Testament scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
- That man is born with a fallen nature and is, therefore, inclined to evil, and that continually.
- That the finally impenitent are hopelessly and eternally lost.
- That the atonement through Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
- That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
- That the Holy Spirit bears witness to the new birth and also the entire sanctification of believers.
- That our Lord will return, the dead will be raised, and the final judgment will take place.

To these ends and in keeping with the ideals of the Church of the Nazarene as the sponsoring denomination, the Mount Vernon Nazarene University curriculum follows the liberal arts pattern which encompasses career and vocational preparation at the University level in selected professional and pre-professional areas of study. The Mount Vernon Nazarene University experience is designed to provide a program, which is sufficiently flexible to meet basic individual needs.

1.3.5 Values Underlying the Mount Vernon Nazarene University Faith Community

For this we stand . . .

Affirmation 1 – We love God; therefore, we seek to express these foundational values:

1. A worshiping community
2. A biblical faith
3. A Christ-like lifestyle
4. A holiness ethic
5. A global mission
6. A creation vision
7. A Spirit-empowered devotion

Affirmation 2 – We respect others; therefore, we strive to practice these behaviors:

1. A magnanimous spirit
2. A servant mentality
3. A trustworthy character
4. A positive influence
5. A courteous response
6. A giving motivation
7. An appreciative attitude

Affirmation 3 – We believe in personal responsibility; therefore, we set these expectations for students:

1. An inquisitive mind
2. A disciplined schedule
3. A modest attire
4. A balanced diet
5. A physical fitness commitment
6. A reliable word
7. A lifelong learning and growth perspective

1.3.6 The Guiding Principles

Focus of Purpose

We purpose to glorify God and to weave the biblical concept of God into all that we do. To accomplish this we will:

1. Approach every assignment and responsibility from a Christian perspective.
2. Affirm the chapel services as the focal point for the entire Mount Vernon campus.
3. Reflect the ideals and beliefs of the Church of the Nazarene in everything that is done.

Focus of Assets

We, the people of MVNU, are the organization’s most valuable earthly resource. We are essential to the success of the organization. Therefore, we will:

1. Relate to each administrator, faculty, and staff member humbly, patiently, gently, and be supportive of one another in Christian love. (Ephesians 4:2)
2. Coordinate, with appropriate academic or administrative personnel, assignments and responsibilities which cross administrative lines.

3. Commit ourselves to the pursuit of lifelong personal and professional growth.

4. Reflect competence in the performance of each person’s specific assignment.

5. Provide facilities, equipment, and training for faculty and staff which will enable them to perform their assignments with efficiency and effectiveness.

6. Strive for quality internal communication and strengthen interdepartmental relationships.

7. Encourage innovation and creativity consistent with the institutional mission.

Focus of Commitment

We are a service organization and must be customer-focused. Without the customer, we cease to exist. Therefore, in providing a quality Christian liberal arts education, we will endeavor to:

1. Provide outstanding service to students, their parents, pastors, and friends.

2. Develop strategies, plans, and programs based on institutional constituency research, evaluation, and analysis.

3. Provide the personnel (faculty and staff) to increase effectiveness and efficiency in reaching the institutional mission and vision.

4. Establish student housing and activity facilities that enhance the quality of student life on campus.

5. Provide quality communication and build relationships with our customers.

1.3.7 Institutional Philosophy

Liberal arts education at Mount Vernon Nazarene University is a holistic approach to faith and learning with a goal of enabling students to think and act like the persons they were created to be and equipping them for a career and life of service to God and mankind in the twenty-first century. We assert that a lifestyle of study, which we define as the pursuit of goodness, truth and beauty, is a sacred calling. We believe that education should be concerned with developing a person’s humanity as one created in the image of God.

We affirm the Wesleyan evangelical worldview as the basis for understanding this humanity both in terms of what we are and what, by God’s grace, we can and should be. We affirm our commitment to the education of the whole person -- body, mind, and spirit -- through the growth of personhood that results from knowledge and skills dedicated to breadth of understanding and to depth of coverage in the disciplines. Our vision is to work redemptively to address the human predicament as evidenced, for example, in failed relationships, moral decay, loss of community, crisis in the church, degradation of imagination in popular media, stunting of creativity in the workplace, and destruction of the natural environment.

A Christian liberal arts education should prepare us to assume the rights and responsibilities of citizenship that apply to our native, global and Christian cultures. We are committed to the appreciation of enduring traditions and values as well as the exploration of the great human
questions concerning the nature and meaning of humanity. Through exposure to cultural
diversity, we should learn to appreciate others and their values without compromising our values
and carry out evangelism without coercion. We believe that the University experience should
refine interpersonal skills crucial to relationships with self, others, and God so that we may be
effective change-agents in our communities.

We believe that Christian liberal arts education should result in service to the world. In short, we
believe that liberal arts education provides a sound foundation for Christian living and one’s
career as summarized in the University motto “To seek to learn is to seek to serve.” Thus, the
goal of liberal arts education is: to equip students with requisite skills and essential knowledge to
be effective change-agents, citizens and stewards in the global village of the twenty-first century.
1.4 Board of Trustees Governance Structure and Process

The following descriptions of the University’s governance structure and process are reproduced from the Board of Trustees’ Standard Policy document.

1.4.1 General Statement on Governance

1. Mount Vernon Nazarene University is a private higher education institution sponsored by the Church of the Nazarene. The Board of Trustees constitutes MVNU’s Corporate Board, governs the University, and elects the University President.

2. The President, as the chief executive officer, directs and supervises all operations of the University, in the implementation of its stated mission. The President is the chief spokesperson and representative of the institution, ultimately responsible for communications both internal to the University and external with the larger community.

3. The President ensures that governance policies are clearly articulated and implemented. The President appoints, after conferring with the Executive Committee, all senior administrators of the University, who report to the President on a regular basis and make reports to the Board of Trustees on occasion.

1.4.2 Principles of Governance

1. The ultimate responsibility for Mount Vernon Nazarene University rests in its Board of Trustees. The Board cannot delegate its fiduciary responsibility for the academic integrity, spiritual well being, and financial health of the institution. Traditionally, and for practical reasons, the Board delegates some kinds of authority to other stakeholders with the implicit and sometimes explicit condition that the Board reserves the right to question, challenge, and occasionally override decisions or proposals it judges to be inconsistent with the mission, integrity, or financial position of MVNU. For example, the delegation of authority to the administration and faculty in adding, reducing, or discontinuing academic programs is made with the implicit understanding that the Board still retains the ultimate responsibility.

2. The Board of Trustees retains ultimate responsibility and full authority to determine the mission of the institution in consultation with, and on the advice of, the President in consultation with faculty, staff, and other key stakeholders. The Board is also responsible for establishing the strategic direction of the institution through its insistence on, and participation in, comprehensive planning.

3. The Board should conduct its affairs in a manner that exemplifies the behavior it expects of other participants in institutional governance. From time to time, the Board should examine its structure and performance and should expect the same of faculty and staff.

The Board will avoid the temptation to micromanage in matters of administration. Board members will avoid even the perception of any personal or special interests. Board members will avoid undermining the administration.

4. Higher education governance is the responsibility of the Board of Trustees. The involvement of internal stakeholder groups – administrators, faculty, non-academic staff, and students – will vary according to subject matter and/or level of decision-making. The Board of Trustees is responsible for establishing the rules by which stakeholders’ voices are considered and states explicitly who has the authority for what kinds of decisions – that is, to which persons or bodies it has delegated authority and whether that delegation is subject to Board review. The Board will ensure that no single stakeholder group is
Given an exclusive franchise in any area, while recognizing that the subject matter in question will determine which groups have primary or secondary responsibilities.

5. The Board reserves the right to review and ratify specified academic decisions, as well as proposals to adopt major new academic programs or eliminate others. The Board should set budget guidelines concerning resource allocation on the basis of assumptions, usually developed by the administration, that are widely communicated to interested stakeholders and subject to ample opportunity for challenge. Once the Board makes these decisions, it should delegate resource-allocation decisions to the President who may, in turn, delegate to others.

6. The MVNU President is the Board's major window on the institution, and the Board should expect both candor and sufficient information from the President. In turn, the Board should support the President, while ensuring that the voices of other stakeholders are heard.

7. The Board of Trustees has the responsibility to appoint and assess the performance of the President.

8. No board member should favor any particular constituency or segment of the organization to the neglect of serving the institution as a whole.

1.4.3 Board of Trustees Responsibilities

The legal governing body for the University, the Board of Trustees, is composed of the University President and forty-one members elected by the eight Church districts of the East Central Educational Region plus two representatives from the alumni. The Board of Trustees is an autonomous body charged with the governance of the University, without legal control by the Church constituency.

The annual meeting of the Board of Trustees is held in November. Two other meetings are normally held during the academic year; one at the time of Commencement, as required by the Bylaws, and the other, a March meeting, to consider the budget for the coming year. The Executive Committee is empowered by the Bylaws to act for the Board of Trustees in the interim between regular meetings. Since the board members reside within the educational region of the University, special meetings do not require major travel or other expenditures.

Duties and Responsibilities

The duties and responsibilities of the Board of Trustees include, but are not limited, to:

1. Elect the President, the chief executive officer of the University.

2. Upon recommendation of the President, approve the appointment of all administrative officers and faculty members.

3. Set forth the general policies of the University and make such rules, laws, and regulations as shall be deemed necessary for the governance of the University.

4. Approve the broad educational policies of the University assuring that they achieve the stated mission and goals.

5. Approve policies concerning the financing, investment program, and business management of the University.
6. Review the annual audit of the financial accounts.

7. Give final approval to the promotion, demotion or dismissal of faculty members.

8. With the President, and other appropriate administrators, plan new buildings.

9. Approve policies concerning the management of buildings and grounds.

10. Review and approve the annual budget.

11. Approve tuition charges and fees.

12. Upon recommendation of the President grant degrees and diplomas to candidates who have completed the required work.

13. Upon nomination by the President, and the Honorary Degree Committee, approve and confer all honorary degrees.

14. Create and provide for all committees necessary to the work and administration of the corporation in accordance with the Charter and Bylaws of the corporation.

15. Hold title to all property of the corporation: real, mixed, and personal.

16. Perform all other duties of the affairs of the corporation and execute all powers and privileges conferred upon it by the Articles of Incorporation, the Bylaws and the laws of the land.

Official communication lines between Trustees and teaching personnel and staff shall be initiated only by the Trustees or by the President.

The Articles and Bylaws constitute the legal documents under which the University is incorporated. Although the contents relate primarily to affairs of the Board of Trustees and the duties of administrative officers, certain sections are of interest to the faculty. Copies of these documents are filed in the President's Office and in the Library.
1.5 Administrative Organization

University Division Organization

- East Central Educational Region
  - Church of the Nazarene
- Board of Trustees
- Office of the President
- President’s Advisory Councils
- President’s Administrative Cabinet
- University Legal Counsel
- Planning, Institutional Research and Compliance
  - Title IX Compliance
- Academic Affairs Division
- Adult and Graduate Studies Division
- Campus Ministries Division
- Enrollment Services and Student Development Division
- Finance and Management Division
- University Relations Division
1.5.1 President of the University

The President of the University is elected by the Board of Trustees of the University, and is responsible and amenable only to the Board. The President is the chief executive officer and is charged with full responsibility for the administration of affairs of the University in harmony with the Board of Trustees’ decisions and the Bylaws of the corporation.

Duties and Responsibilities

The duties and responsibilities of the President include, but are not limited, to the following:

1. Serve as a member of the Board of Trustees.
2. Serve as a member of the Executive Committee of the Board of Trustees and consult with the Board in the interim between meetings.
3. Guard the sacred honor and trust of the University set forth by the Articles and Bylaws of the corporation, and the Manual of the Church of the Nazarene.
4. Recommend all faculty members for employment or renewal of contract to the Board of Trustees.
5. Recommend all administrative officers for employment and for renewal of contract to the Board of Trustees.
6. Appoint such other administrative officers and councils as deemed necessary to the operation of the educational work of the University.
7. Be responsible for faculty organization and development to provide effective instruction.
8. Approve the official University calendar establishing beginning and ending dates and vacation periods.
9. After consultation with the Vice President for Academic Affairs and school deans, locate candidates for the teaching staff and recommend to the Board of Trustees all appointments to the Faculty.
10. After consultation with the Vice President for Academic Affairs and the Faculty Rank Committee, recommend the academic rank of faculty members to the Board of Trustees.
11. Be responsible for the discipline of the University.
12. Be responsible for recruitment, enrollment and supervision of qualified students.
13. Provide financial resources through an adequate development program including capital and operational budgets.
14. Provide for appropriate support services such as plant management, budgeting, accounting, auditing, purchasing and financial reporting.
15. Sign all degrees and diplomas of graduation.
16. Be an ex officio member of all administrative and faculty committees.
17. Provide well-defined and clear channels of communication throughout the organizational structure of the University.

18. Provide dissemination of information about the University to its publics.

19. Determine the eligibility requirements for leave of absence and/or sabbatical leave for personnel.

20. Be available for conferences with members of the administrative staff, faculty members and students.

21. Nominate to the Board of Trustees candidates for honorary degrees that have been recommended by the Honorary Degree Committee.

22. Preside at meetings of the Faculty.

23. Act as an agent through whom any communications from faculty to the Board shall pass.

24. Represent the University at educational association meetings.

25. Plan and implement a program of instruction, research, and service to meet the needs of students.

26. Make an annual written report to the Board of Trustees.

27. Adopt regulations and procedures necessary to implement the policies established by the Board of Trustees.

28. Adopt regulations and procedures necessary to effectuate the duties and responsibilities delegated to the President.

29. Supervise University personnel.

30. Recommend the discipline and dismissal of University personnel.

31. Perform such other duties and functions as are necessary and appropriate from time to time or are delegated by the Board of Trustees.

32. Exercise such implied authority as is necessary and appropriate to the accomplishment of the responsibility and authority expressly granted to the President by the Board of Trustees.

1.5.2 Chaplain

The Chaplain is appointed by the Board of Trustees upon recommendation of the President. The Chaplain is responsible to the President.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the President, the Chaplain shall perform the following functions as well as others that may be assigned by the President.

1. Enhance the spiritual development and vitality of the entire campus community in achieving the basic mission of the University.
Campus Ministries Division Reporting Lines

Chaplain and Vice President for Campus Ministries

Administrative Assistant to the Chaplain and Vice President for Campus Ministries

Assistant to the Chaplain for Mission and Ministry Opportunities

Assistant to the Chaplain for Worship Ministries

Worships Teams and Bands

Student Government Association Vice President for Christian Life

Religious Organizations

Assistants to the Chaplain for Adult and Graduate Programs

Director of Small Group Ministries

Student Directors of Bible Study and Prayer Groups
2. Develop and implement a comprehensive strategy for campus ministries, seeking to involve the maximum number of students in actual ministry. Religious organization presidents, Student Government Association Vice President for Christian Life, and the campus ministries staff should be utilized in this process.

3. Serve as minister to the total university community in cooperation with the local pastors.

4. Coordinate and direct all student chapel programs in consultation with the Chapel Committee.

5. Oversee Sunday and Wednesday evening student services.

6. Direct the faculty chapel programs.

7. Counsel with students as a pastoral counselor.

8. Oversee campus spiritual life activities such as: dormitory Bible studies, prayer groups, engaged and pre-engaged couples class, premarital counseling, marriage enrichment, retreats, etc.

9. Organize mission and ministry opportunities.

10. Serve as a consultant to the University travel groups and service organizations.

11. Meet with Student Development staff as appropriate to discuss issues correlated to the spiritual development of students.

12. Serve as a member of the President’s Administrative Cabinet and give continuing visibility to spiritual priorities therein.

13. Represent the University at churches in the educational region at the request of the President.

14. Organize educational opportunities both on and off-campus in the area of lay training for local church Christian educators.

1.5.2.1 Assistant to the Chaplain for Adult and Graduate Studies

The Assistant to the Chaplain for Adult and Graduate Studies is appointed by and reports to the Chaplain and Vice President for Campus Ministries in consultation with the Associate Vice President for Adult and Graduate Studies.

Duties and Responsibilities

Subject to the superintendence and right of preemption, the Assistant to the Chaplain for Adult and Graduate Studies shall perform the following functions as well as others that may be assigned by the Chaplain

1. Identify, create and provide adult and graduate students opportunities for spiritual transformation and growth, especially at the branch campuses.

2. Introduce the adult and graduate studies chaplaincy program and services to as many adult and graduate studies student groups as possible via Night Zero activities, classroom visitations, and personal contacts.
3. Engage in hospital visitation and crisis consultations, and refer students to counselors and pastors as needed.

4. Distribute devotional literature and advertise Christian activities and opportunities for spiritual growth at the branch campuses.

5. Sponsor occasional social activities that acquaint students with the adult and graduate studies chaplains and chaplaincy services.

6. Create, maintain, and supervise the adult and graduate studies chaplaincy web page and interact with students through electronic mail.

7. Minister to adult and graduate studies faculty and staff when appropriate and occasionally sponsor spiritual growth activities.

8. Be available to the Chaplain as needed for other assignments within the institutional divisions.

### 1.5.2.2 Assistant to the Chaplain for Mission and Ministry Opportunities

The Assistant to the Chaplain for Mission and Ministry Opportunities is appointed by and reports to the Chaplain and Vice President for Campus Ministries.

**Duties and Responsibilities**

Subject to the superintendence and right of preemption, the Assistant to the Chaplain for Mission and Ministry Opportunities shall perform the following functions as well as others that may be assigned by the Chaplain.

1. Resource religious organizations in their mission and ministry activities and be actively involved in membership training.

2. Plan, organize, and promote mission opportunities for Mount Vernon Nazarene University students.

3. Plan, organize, and promote mission opportunities for the Mount Vernon Nazarene University region that include high school and college-age students as well as interested lay persons.

4. Plan, organize, and promote a campus-wide service week offered to the Mount Vernon community in coordination with city officials and service organizations.

5. Encourage and resource faculty to include a mission or ministry component somewhere in their disciplines.

6. Plan, organize, and promote chapels on a regular basis that encourage both short and long-term mission service.

7. Be available to the Chaplain as needed for other assignments within the institutional divisions.
1.5.2.3 Assistant to the Chaplain for Small Group Ministries

The Assistant to the Chaplain for Small Group Ministries is appointed by and reports to the Chaplain and Vice President for Campus Ministries.

Duties and Responsibilities

Subject to the superintendence and right of preemption, the Assistant to the Chaplain for Small Group Ministries shall perform the following functions as well as others that may be assigned by the Chaplain.

1. Organize ministries to students, faculty, and staff through small group opportunities.
2. Promote and provide opportunities for service and personal spiritual growth.
3. Recruit, interview, train, and encourage small group Bible study leaders.
4. Organize and implement yearly group experiences for students, faculty and staff including, but not limited to, small group Bible study leader retreats, mass meetings, leader meetings, and an end-of-the-year event.
5. Write or provide small group Bible study group discussion materials.
6. Work with and oversee the work of student directors of Bible study and prayer.
7. Be available to the Chaplain as needed for other assignments within the institutional divisions.

1.5.2.4 Assistant to the Chaplain for Worship Ministries

The Assistant to the Chaplain for Worship Ministries is appointed by and reports to the Chaplain and Vice President for Campus Ministries.

Duties and Responsibilities

Subject to the superintendence and right of preemption, the Assistant to the Chaplain of Worship Ministries shall perform the following functions as well as others that may be assigned by the Chaplain.

1. Coordinate all chapel music including sound checks and weekly rehearsals with each worship team or worship band.
2. Supervise selection of worship teams, worship bands, and special music performers.
3. Supervise PowerPoint chapel presentations and service order.
4. Supervise development of vocal and instrumental arrangements including selection and purchase.
5. Plan and lead a mid-year worship team retreat.
6. Arrange for licensing of copyrighted materials.
7. Serve as liaison for the Campus Ministries Division with the Music Department and campus sound personnel.
8. Serve on the Campus Concert Committee.

9. Be available to the Chaplain as needed for other assignments within the institutional divisions.

1.5.3 Director of Institutional Research and Compliance

The Director of Institutional Research and Compliance is appointed by the Board of Trustees upon recommendation of the President. The Executive Assistant is responsible to the President.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the President, the Director of Institutional Research and Compliance shall perform the following functions as well as others that may be assigned by the President.

1. Serves as advisor and resource to the President and member of the President’s staff and President’s Administrative Cabinet.

2. Assists the President in providing leadership that fosters mutual respect and esteem among all constituencies of the university.

3. Anticipates problems, critical issues, and opportunities related to planning, research, and compliance as they arise and advises the President accordingly.

4. Directs the work of the office based on the planning and research needs and requirements of the President in relationship to the constituencies he serves.

5. Communicates regularly with university faculty and staff regarding external reporting and the University’s position to appropriate governmental officials and other external agencies.

6. Summarizes, interprets, and communicates governmental regulations and reporting requirements to the appropriate campus officials.

7. Systematically reviews and analyzes legislative, congressional, and other proposals and policies relating to higher education;

8. Serves on various university committees and task forces at the recommendation of the President.

9. Works with university leadership, external constituents, faculty, and staff to resolve planning, research, and compliance issues addressed to the President.

10. Handles sensitive issues that require confidentiality.

11. Serve as a member of the President’s Administrative Cabinet and give continuing visibility to spiritual priorities therein.

12. Coordinates certain presidential initiatives and special assignments.

13. Represents the President at special external functions and organization events as required.
14. Provides liaison with public officials at local, state, and federal legislative and administrative levels.

15. Performs other related duties as assigned.

1.5.3.1 Director of Title IX Compliance

The Director of Title IX Compliance is appointed by the President. The Director of Title IX Compliance is responsible to the President and reports to the Director of Institutional Research and Compliance.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the President, the Director of Title IX Compliance shall perform the following functions as well as others that may be assigned by the President.

1. Investigate any complaint communicated to the director alleging noncompliance with the regulation or alleging any action prohibited by the Title IX (20 USC 1681) regulation against sexual discrimination.

2. Notify all students and employees of the University with regard to the name, office, address, and telephone number of the person identified as the Director of Title IX Compliance of Mount Vernon Nazarene University.

3. Publish and implement grievance procedures adopted by the University which provide for prompt and equitable resolution of student and employee complaints alleging any actions prohibited by the regulation.

4. Publish in each university bulletin, catalog, or application form a statement of policy that the University does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX not to discriminate in such a manner.

5. Conduct a continuous self-evaluation of Mount Vernon Nazarene University programs, policies, and activities to determine compliance with the requirements of Title IX.

1.5.4 Executive Assistant to the President

The Executive Assistant to the President is appointed by the President and reports to the President.

Duties and Responsibilities

The Executive Assistant to the President provides administrative and clerical assistance in the areas of internal and external communication, business and personal scheduling, special projects coordination, and strategic planning. The Executive Assistant to the President shall perform the following functions as well as others that may be assigned by the President.

1. Facilitate personal/confidential correspondence and administrative communications for the President.

2. Coordinate the President's business schedule, including work-related and personal travel.
3. Provide administrative assistance to the President in the day-to-day operations of the University as needed.

4. Prepare reports to be used for administrative decision-making or communication to and from the Office of the President.

5. Provide communications linkages between the President's Office and the President's Administrative Cabinet, the Board of Trustees, and community and church leaders.

6. Facilitate and coordinate the logistical details of the Board of Trustees meetings.

7. Coordinate response to inquiries from the University's various constituencies.

8. Prepare for engagements by the President (including Sunday preaching assignments), preparing folders to include the following: current students, other applicable information (district journals, etc.), alumni, major donors, etc.

9. Manage the filing system for the Office of the President.

10. Assist the President with trouble-shooting activities that have implications for donor relations, campus morale, and student retention.

1.5.5 Vice-President for Academic Affairs and Academic Dean

The Vice President for Academic Affairs and Academic Dean is appointed by the Board of Trustees upon recommendation of the President. The Vice President for Academic Affairs and Academic Dean is responsible to the President.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the President, the Vice President for Academic Affairs and Academic Dean shall perform the following functions as well as others that may be assigned by the President.

1. Articulates a vision for God-honoring excellence in the academic programs.

2. Assumes leadership and management responsibilities for academic affairs, and plans, directs, coordinates, and monitors all aspects of the academic program.

3. Promotes and supports the highest standards for teaching excellence and the appropriate levels of faculty scholarship and service for a distinctly teaching university.

4. Provides leadership for personnel recruitment, retention, professional development, evaluation, promotion, and compensation of faculty and other professional personnel in the academic sector of the University.

5. Promotes effective and appropriate advancements in educational methodologies and technologies.

6. Prepares and oversees the management of the budget for all academic sectors of the University as well as serves on the University's budget/planning committee.

7. Provides leadership in promoting a culture of Christ-centered diversity.
8. Direct instruction in accordance with the academic policies adopted by the Faculty and the Board of Trustees.

9. Counsel with school deans and/or departmental chairpersons and make recommendations to the President relative to faculty personnel, including recommendations for initial appointments, renewal of contracts, promotions, salary increments and compensation.

10. Recommend to the President part-time faculty appointments, including assignments and rate of compensation.

11. Recommend to the President the annual appointment of school deans and department chairs.

12. Review and approve teaching loads.

13. Provide orientation sessions for new faculty members.

14. Maintain a file on each faculty member, including transcripts of formal education and scholarly activities.

15. Evaluate faculty performance according to standards established by the Faculty.

16. Keep the faculty informed relative to curricular development and national trends in educational policies that are significant to the academic status of the University.

17. Work with Undergraduate Academic Council and Graduate Council in planning curricula.

18. Provide leadership in a continuing program of curriculum evaluation and development, including an in-service program of faculty workshops and meetings for curricular and instructional concerns.

19. Prepare publications for faculty, including faculty handbooks of policies, procedures, and general information on the University. Prepare the University catalogs.

20. Conduct institutional research inquiring into academic affairs, including class enrollment statistics.

21. Direct the space utilization of the academic plant occupied by the University, including the assignment of space to departments, the preparation and implementation of a master schedule for the use of academic facilities and assist with the development of plans for remodeling and building new academic facilities.

22. Supervise textbook adoptions and maintain a current file of syllabi for all courses.

23. Oversee and coordinate all cultural events sponsored under the academic program of the University.

24. Administer academic matters concerning students, including registration, class attendance, and academic standing.

25. Recognize honor students by publishing the “Dean’s List” after each grading period.

26. Award student assistantships upon the recommendation of the department chairs and approval by the Student Financial Aid Office.
27. Sign all degrees and diplomas awarded by the President for graduation at the commencement exercises.

28. Serve as an ex officio member of the President’s Administrative Cabinet.

29. Serve as ex officio chairperson of the Undergraduate Academic Council, and in the absence and/or at the request of the President, act as chairperson of meetings of the Faculty.

30. Serve as an ex officio member of the Teacher Education Council and work with the Director of Teacher Education to ensure a strong program.

31. Serve as an ex officio member of the following committees: Athletics, Calendar and Programs, Extended Contract, Faculty Development, Faculty Rank, General Education, Graduate Council, Honorary Degree, Lecture-Artist, Library, Student Academic Life, and Technology Advisory Council.

32. Make an annual written report to the President. The report is made in consultation with the school deans, the Director of the Library, the Director of Instructional Technology, and the Associate Vice President for Academic Administration, and other individuals under the Vice President for Academic Affairs’ charge.

1.5.5.1 Associate Vice President for Academic Administration

The Associate Vice President for Academic Administration is appointed by the President upon recommendation of the Vice President for Academic Affairs. The Associate Vice President for Academic Administration is responsible to the Vice President for Academic Affairs for matters relating to the instruction and educational policies as they relate to the traditional student.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other University officers, the Associate Vice President for Academic Administration shall perform the following functions as well as others that may be assigned by the Vice President for Academic Affairs.

1. Coordinate academic advising and academic aspects of the new student orientations with campus offices.

2. Consult with school deans and department chairs in designing strategies to improve curriculum and instruction in traditional undergraduate programs.

3. Assist the Vice President for Academic Affairs with activities to orient new faculty members into the University culture and environment.

4. Write salary letters to adjuncts and faculty with teaching overloads hired within the span of control.

5. Supervise the directors and staff reporting to the Associate Vice President for Academic Administration.

6. Serve as the chairperson for the Undergraduate Academic Council.

7. Serve as the chairperson for the Student Academic Life Committee, lead its deliberations, and communicate to students their academic standing.
8. Conduct regular operating meetings with directors and chairs of committees that are direct reports.


10. Write an annual report and submit it to the Vice President for Academic Affairs.

11. Review faculty teaching and work loads with the Vice President for Academic Affairs.

12. Review the course schedule with the Vice President for Academic Affairs and note areas of extreme enrollment (i.e., low and high).

13. Assist Vice President for Academic Affairs with statistical reports on enrollment, course productivity, faculty load, etc. for the Vice President for Academic Affairs.

14. Supervise the expenditure of budgets for the offices responsible to the Assistant Vice President.

15. Develop and maintain academic administrative procedure manuals that provide school deans and department chairs with protocols for the consistent application of University policies to schools and departments in conjunction with other Academic Affairs staff.

16. Assist Vice President for Academic Affairs with commencement organizational activities.

17. Develop classroom assignment protocols and assign courses to rooms in accord with that protocol after reviewing department and school requests.

18. Resolve room schedule requests in consultation with petitioning parties.

19. Coordinate the academic administrative processes as they relate to traditional undergraduate students including appeals and maintain records of Academic Integrity Incident Reports.

20. Coordinate academic administrative processes with the directors of academic and administrative computing services.

21. Assist the Vice President for Academic Affairs with various duties of that office upon assignment.

22. Prepare the preliminary academic calendar for review and approval by the Administrative Cabinet.

23. Coordinate the academic advising and course registration processes for the traditional undergraduate program.

24. Assist Vice President for Academic Affairs to produce the university Catalog and coordinate the maintenance of academic calendar, catalog, and course records on the administrative database.

25. Supervise and coordinate the scheduling of academic facilities for courses, institutes, workshops, and meetings.

26. Represent Academic Affairs on committees as assigned by the Vice President for Academic Affairs.
27. Coordinate development of Traditional Undergraduate Course Schedule.

1.5.5.1.1 Director of Academic Support

The Director of Academic Support is appointed by the President upon recommendation of the Vice President for Academic Affairs. The Director of Academic Support is responsible to the Associate Vice President for Academic Administration.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Academic Support shall perform the following functions as well as others that may be assigned by the Associate Vice President for Academic Administration.

1. Coordinate academic interventions with the Dean of Enrollment Services as professional judgment and resources indicate.

2. Attend conferences on academic support services issues, and serve as campus consultant on academic support services.

3. Serve as director for the academic intervention program.

4. Serve as academic advisor for under prepared students.

5. Monitor student data from academic, financial aid and student development areas for students identified as “at risk.”


7. Submit an annual report to the Associate Vice President for Academic Administration.

8. Serve as institutional responder for students with identified learning disabilities.
1.5.5.1.2 Director of Assessment

The Director of Assessment is appointed by the President upon recommendation of the Vice President for Vice President for Academic Affairs. The Director of Assessment is responsible to the Associate Vice President for Academic Administration.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Assessment shall perform the following functions as well as others that may be assigned by the Associate Vice President for Academic Administration.

1. Serve as the chairperson for the Assessment Committee.

2. Prepare and submit a proposed budget for the assessment program to the Associate Vice President for Academic Administration and administer the same.

3. Notify department chairs and other administrators of the schedule of administering various assessment instruments.

4. Collect data obtained through the various assessment procedures and present the findings to the Assessment Committee for analysis and recommendation.

5. Assist department chairs in designing and carrying out the assessment plans for the respective departments.

6. Prepare reports on assessment results for the Assessment Committee, Associate Vice President for Academic Administration, and appropriate department chairs.

7. Inform individual students in writing of their performance on the various tests.

8. Purchase the various commercially prepared tests to be used for assessment purposes, including those used by the academic departments and the ETS Academic Profile tests.

9. Plan a program on assessment for a general faculty meeting at least once a year to inform faculty of the purpose of the program and to share the results of the assessment.

10. Provide the Associate Vice President for Academic Administration with an annual report on the activities of the Assessment Committee and the results of assessment tests for the academic year just completed.

11. Evaluate the effectiveness of the assessment program and make recommendations for improvement.

12. Supervise the Testing Center.
1.5.5.1.2.1 Assistant to the Director of Assessment

The Assistant to the Director of Assessment is appointed by the Associate Vice President for Academic Administration on recommendation of the Director of Assessment. The Assistant to the Director of Assessment is responsible to the Director of Assessment.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Assistant to the Director of Assessment shall perform the following functions as well as others that may be assigned by the Director of Assessment.

1. Coordinate the administration of admission and orientation tests with the Enrollment Services unit.
2. Administer the residual ACT testing program.
3. Conduct a limited test center for the administration of CLEP tests for the University’s students.
4. Administer, score and report scores of other tests requested by the Associate Vice President for Academic Administration or Director of Assessment.
5. Report all scores to appropriate campus offices.
6. Supervise and staff the computerized test scoring facilities.
7. Coordinate, schedule and supervise the general education and major assessment program.
8. Prepare an annual budget request and submit it to the Director of Assessment.
9. Supervise and approve the expenditure of the Testing Center budget.
10. Assist in projects and reports related to testing and assessment as requested by the Director of Assessment.
11. Provide clerical support for the Director of Assessment.

1.5.5.1.3 Director of Off-Campus Programs

The Director of Off-Campus Programs is appointed by the President upon recommendation of the Vice President for Academic Affairs. The Director of Off-Campus Programs is responsible to the Associate Vice President for Academic Administration.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Off-Campus Programs shall perform the following functions as well as others that may be assigned by the Associate Vice President for Academic Administration.

1. Serve as chairperson of the Off-Campus Programs Committee.
2. Advertise available programs and direct inquires to appropriate program sponsors.
3. Work with the Associate Vice President for Academic Administration to expand opportunities to increasing numbers of participants at appropriate venues.

4. Travel as necessary for on-site review of program facilities, both established and projected.

5. Oversee implementation of appropriate, unique initiatives (e.g., the Semester in Hungary program), particularly in the initial phases.

6. Attend relevant conferences and professional workshops to keep current regarding national and internationals trends in off-campus programs.

7. Maintain files of applicants.

8. Develop and maintain collaborative initiatives to involve sister institutions.

1.5.5.2 Director of Instructional Technology

The Director of Instructional Technology is appointed by the President upon recommendation of the Vice President for Academic Affairs. The Director of Instructional Technology is responsible to the Vice President for Academic Affairs.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Instructional Technology shall perform the following functions as well as others that may be assigned by the Vice President for Academic Affairs.

1. Provide for the efficient access of computing equipment and software to faculty.

2. Provide faculty instruction in the use of equipment and software.

3. Assist faculty in selecting and using appropriate software for instruction.

4. Provide students with instruction in use and care of computing equipment.

5. Supervise personnel employed by the Instructional Technology Center.

6. In cooperation with faculty, maintain an adequate software library to serve the instructional needs of the University.

7. Order appropriate software and hardware within established budget guidelines for instructional use.

8. Maintain or supervise the maintenance of equipment.

9. Teach computer science courses as assigned by the Vice President for Academic Affairs.

10. Submit an annual report to the Vice President for Academic Affairs.

11. Submit an annual budget request to the Vice President for Academic Affairs.

1.5.5.3 Director of Network Computing

The Director of Network Computing is appointed by President upon recommendation of the Vice President for Vice President for Academic Affairs. The Director of Network Computing is responsible to the Vice President for Academic Affairs.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Network Computing shall perform the following functions as well as others that may be assigned by the Vice President for Academic Affairs.

1. Provide for the efficient access of network technology and software to faculty.
2. Provide faculty instruction in the use of network technology and software.
3. Provide students with instruction in use and care of network technology.
4. Supervise personnel employed by the network technology suite.
5. Provide appropriate levels of firewall, security, and virus protection for the networking technology capacity of the University’s network.
6. Order appropriate software and hardware within established budget guidelines for instructional use.
7. Maintain or supervise the maintenance of network computing capacity.
8. Teach computer science courses as assigned by the Vice President for Academic Affairs.
9. Submit an annual report to the Vice President for Academic Affairs.
10. Submit an annual budget request to the Vice President for Academic Affairs.

1.5.5.4 Director of the Library

The Director of the Library is appointed by the President upon recommendation of the Vice President for Academic Affairs. The Director of the Library is responsible to the Vice President for Academic Affairs.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of the Library shall perform the following functions as well as others that may be assigned by the Vice President for Academic Affairs.

2. In consultation with the Vice President for Academic Affairs, plan an annual budget within the guidelines provided by the Vice President for Finance and Treasurer.
3. In consultation with the Library Committee, allocate the departmental library purchase budgets.

4. With assistance of school deans and faculty members, order library materials within budget allocations.

5. Supervise the accession, cataloging and processing of acquisitions.

6. In consultation with the Vice President for Academic Affairs and the Library Committee, formulate and enforce regulations concerning the use of the Library.

7. Assist administrators of the University to locate and select professional personnel for the Library and Educational Resource Center.

8. Determine needs and recommend non-academic personnel.

9. Approve appropriate expenditure of Library funds within established budget guidelines.

10. Provide bibliographic control by:
   a. Accurate and up-to-date catalog of resources,
   b. Faculty workshops or in-service programs,
   c. Library orientation for faculty and students,
   d. Professional assistance to faculty and students, and
   e. Reference and interlibrary loan services.

11. Establish procedures to assure a good balance in resource holdings.

12. Keep accurate records of all purchases of resources and transmit appropriate invoices to the Vice President for Academic Affairs.

13. Compile statistical data and prepare annual governmental reports.

14. Serve as chairperson for the Library Committee and call regularly scheduled meetings.

15. Represent the University at professional meetings.

16. Present an annual report to the Vice President for Academic Affairs.

### 1.5.5.4.1 Educational Resource Center Specialist

The Educational Resource Center Specialist is appointed by the Vice President for Academic Affairs on recommendation of the Director of the Library. The Educational Resource Center Specialist is responsible to the Director of the Library.

**Duties and Responsibilities**

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Educational Resource Center Specialist shall perform the following functions as well as others that may be assigned by the Director of the Library.

1. Provide for the availability and efficient distribution of audio-visual equipment and materials to the faculty.

2. Provide opportunity for faculty instruction in the use of equipment and materials.

3. Provide students with adequate instruction in use and care of audio-visual equipment.
4. Assist faculty in selecting and producing appropriate instructional media.
5. Provide audio-visual equipment for student organizations and official University groups according to established guidelines.


7. In cooperation with faculty and library staff, maintain an adequate curriculum library to serve the instructional needs of the University.

8. Ensure compliance with the standards of the State Department of Education.

9. Order appropriate instructional software and hardware within established budget guidelines.

10. Maintain or supervise the maintenance of equipment.

11. Submit an annual report to the Director of the Library.

1.5.5.5 Director of Social Work

The Director of Social Work is appointed by the President upon recommendation of the Vice President for Academic Affairs. The Director of Social Work is responsible to the dean of the School of Education and Professional Studies.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Social Work shall perform the following functions as well as others that may be assigned by the Vice President for Academic Affairs.

1. Provide direction and leadership to the Social Work Department and curricula.

2. Prepare and submit an annual report to the Vice President for Academic Affairs through the school dean.

3. Assist in selecting the members of the Social Work Education Committee and the Social Work Advisory Committee.

4. Preside at departmental meetings.

5. Assist the Vice President for Academic Affairs in recruiting and selecting faculty.

6. Accept, review and bring recommendations to the Social Work Education Committee on the admission of students into the program.

7. Serve as ex officio chairperson of the Social Work Education Committee.

8. Maintain budget control and prepare budget requests.

9. Communicate departmental needs and programs to administrators.

10. Prepare programmatic accreditation self-study reports and serve as the University liaison with programmatic accreditation bodies.
11. Teach appropriate social work courses.
12. Assist the library staff in procuring materials.
13. Assist the Enrollment Services division in recruiting and retaining students.

1.5.5.6 Director of Teacher Education

The Director of Teacher Education is appointed by the President upon recommendation of the Vice President for Academic Affairs. The Director of Teacher Education is responsible to the dean of the School of Education and Professional Studies.

**Duties and Responsibilities**

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Teacher Education and Certification shall perform the following functions as well as others that may be assigned by the Vice President for Academic Affairs.

1. Cooperate with and attend official state, regional and national association meetings as well as meetings of teacher education accrediting agencies.
2. Complete reports, licensure program audits, etc., as required by the Ohio Department of Education.
3. Approve all applications for certification.
4. Cooperate with out-of-state certification agencies in affairs involving students previously recommended by Mount Vernon Nazarene University.
5. Coordinate all University curriculum changes related to teacher education to assure compliance with Ohio Department of Education standards.
6. Direct the long-range planning of the Education Department.
7. Conduct evaluation studies of teacher education curricula and graduates.
8. Cooperate with the University Registrar in designing individual certification programs for transfer students and retrainees.
9. Review special requests (course substitutions, waivers, etc.) that deviate from approved certification programs.
10. Cooperate with the Career Planning and Services Office regarding placement of students preparing to teach, and in arranging for superintendents, personnel directors and principals of school systems to visit the campus to interview prospective teachers.
11. Review the academic advising of students enrolled in the teacher education program.
12. Cooperate with the Enrollment Services division in recruiting students into the teacher education program.
13. Coordinate screening of candidates in the teacher education program.
14. Provide recommendations to the librarian on appropriate material and equipment to facilitate the teacher education program.

15. Maintain teacher education files for counseling purposes.

16. Serve as ex officio chairperson of the Teacher Education Council and conduct regular meetings.

17. Serve as ex officio chairperson for Teacher Education Advisory Committees and conduct regular meetings.

18. Serve on evaluation teams reviewing teacher education programs of other colleges.

19. Serve as official liaison representative to the Ohio State Department of Education.

20. Endeavor to ensure the correct completion and maintenance of junior standing forms for each upperclassman in the teacher education program.

21. Prepare a list of student teaching candidates with their desired subject area and grade level along with recommendations for placement in area schools in consultation with Education Department faculty.

22. Arrange with cooperating schools for selection, orientation and payment of cooperating teachers.

23. Assign responsibilities for elementary and secondary pre-student and student teaching seminars.

24. Facilitate communication between the Department of Education and those departments providing courses to meet certification requirements in specific disciplines.

25. Coordinate the supervision of secondary and K-12 comprehensive student teachers by subject area specialists.

26. Coordinate the efforts of the Teacher Education administrative secretary, departmental instructional secretaries, and student assistants.

1.5.5.7 Teacher Education Administrative Secretary

The Teacher Education Administrative Secretary is a staff position and reports to the dean of the School of Education and Professional Studies.

Duties and Responsibilities

1. Act as secretary to the Director of Teacher Education: process mail, maintain appointment calendar, handle incoming telephone calls and outgoing correspondence, produce recommendations for teacher education candidates, meeting notices, etc.

2. Prepare responses to routine inquiries for the signature of the Director of Teacher Education.

3. Conduct preliminary and final transcript evaluations for prospective transfer students, student teachers, and graduates prior to issuing teaching certificates.

5. Assemble data on applications for the teacher education and student teaching program and prepare material for submission to the Teacher Education Committee for review.

6. Review class lists for prerequisite requirements.


8. Assist with statistical research.

9. Assist with graduate follow-up studies.

10. Collect statistical information and course requirements for teacher education students and prepare letters each summer to advise students of progress.

11. Complete scholarship applications and other forms from colleges/universities and school systems for signature by the Director of Teacher Education and Certification.

12. Edit the bi-annual newsletter for teacher education students.

13. Prepare agendas, minutes and mailings of the Teacher Education Committee, Education Department, and other committees as assigned.

14. Assist with materials for the Teacher Education Advisory Committee.

15. Maintain teacher education files in process, withdrawn students who have had field experiences or taken the Praxis I test, and graduates recommended for licensure.

16. Maintain a list of teacher education graduates and certification information.

17. Prepare departmental Catalog copy.

18. Distribute various teacher education materials as requested by campus students.

19. Coordinate work with other Education Department secretaries.

20. Complete other assignments as requested by the Director of Teacher Education.

### 1.5.5.8 Academic School Organization

#### 1.5.5.8.1 Academic School Structure of the Curriculum

The curricular areas of specialization in the University are grouped in six schools as described in the academic affairs organizational chart.

The membership of a school shall consist of the department chairs of all the areas of specialization and instructional staff involved. Each school shall have a dean appointed by the President upon recommendation of the Vice President for Academic Affairs. The school dean shall hold the rank of associate professor or higher. At the discretion of the President, a faculty member holding the rank of assistant professor may be appointed as acting dean of the school.

#### 1.5.5.8.2 Academic School Administration

Each school should meet once a month. The dean of the school shall preside at the meeting and direct activities of the school.
Each school shall elect a secretary whose responsibility shall be to keep minutes of each meeting and file one copy and supporting documents with the Vice President for Academic Affairs and one copy with the University Registrar.
1.5.5.8.3 Functions of the Academic School

1. Hold monthly meetings for discussion and solution of common problems.

2. Study, describe and recommend to the Undergraduate Academic Council or Graduate Council academic programs within the school.

3. Study the possibility of school or interdepartmental courses and make recommendations to the Undergraduate Academic Council or Graduate Council.

4. Review all requests for introducing new courses and all suggested changes in courses within the school, and make recommendations to the Undergraduate Academic Council or Graduate Council.

5. Review annually the curricular offerings of the school and delete courses no longer necessary.

6. Coordinate the ordering of books for the Library.

7. Make any other studies that are related to the school and present the resultant recommendations or reports to the appropriate committee or persons.

1.5.5.8.4 Duties of the Academic School Dean

The school dean is appointed by the President upon recommendation of the Vice President for Academic Affairs. The school dean is responsible to the Vice President for Academic Affairs.

Duties and Responsibilities

Subject to the superintendence of the Vice President for Academic Affairs, the school dean shall perform the following functions as well as others that may be assigned by the Vice President for Academic Affairs.

1. In consultation with the department chair, facilitate the development of the initial course schedules.

2. Collaborate with Enrollment Services on recruitment initiatives and strategies related to the traditional undergraduate program.

3. Collaborate with Adult and Graduate Studies personnel on recruitment initiatives and strategies related to adult and non-traditional students.

4. Review the course schedule for course conflicts within the various departments of the school.

5. In consultation with the department chair, review and rule on the student applications for directed and independent studies in light of University regulations concerning the eligibility for directed and independent studies.

6. Handle all academic matters within the school when department chair is not available.

7. In consultation with the department chair, review and approve, if deemed appropriate, course substitutions for requirements in majors, concentrations, or minors of the school.

8. Review and rule on student petitions for academic overloads.
9. Resolve individual student schedule conflicts in consultation with the department chair, when the advisor and department chair could not resolve them.

10. Review and make recommendations for editing the school’s section of the Catalog.

11. Review annually enrollment trends in programs, majors, concentrations, and minors within the school. Identify low enrollment areas and make recommendations for their enhancement or termination to the Deans’ Council.

12. After consultation with the department chair, recommend to the Associate Vice President for Academic Administration that sections be added or deleted in cooperation with department chairs and the Associate Vice President for Academic Administration.

13. Recruit qualified adjunct faculty members for course assignments within the school.

14. Orient new faculty members to the activities and policies of the school.

15. Consult and collaborate annually with department chairs on professional development plans and formative assessments of faculty within the school.

16. In consultation with department chairs, conduct summative performance reviews of faculty within the school and make recommendations concerning those faculty members on matters of contract renewal, extended contracts, and promotions in rank.

17. Be responsible for the work assignments, evaluations, and performance of the secretaries and student workers by approving and coordinating the supervision and evaluation of those employees.

18. Play an active role in University diversity initiatives, including the recruitment of diverse candidates for positions, advertising in electronic and print sources oriented to specific ethnic groups, while guarding mission-fit.

19. Chair monthly school meetings and submit minutes to the Vice President for Academic Affairs office.

20. Chair meetings with the department chairs of the school.

21. Serve as the chair of faculty search committees for positions within the school, and call meetings as necessary.


23. Serve as a member of the Undergraduate Academic Council and present recommendations adopted by the school to the Council.

24. If the school has a graduate program, serve as a member of the Graduate Council and present recommendations adopted by the school to the Council.

25. Prepare an annual report of the school’s activities, including assessment and strategic planning domains, and submit it to the Vice President for Academic Affairs.

26. Project curriculum, facilities and faculty needs for the future operation of the school.

27. Plan, review, and recommend budget requests associated with the school.
28. Monitor budget expenditures associated with the school.

29. Teach a maximum of a half load within the school.

1.5.5.8.5 Duties of the Academic Department Chair

The academic department chair is appointed by the President upon recommendation of the Vice President for Academic Affairs and the school dean. The academic department chair is responsible to the respective school dean.

Duties and Responsibilities

Subject to the superintendence of the school dean and the Vice President for Academic Affairs, the academic department chair shall perform the following functions as well as others that may be assigned by the school dean.

1. Collaborate with Enrollment Services to recruit students to the University and departmental programs.

2. Collaborate with the Associate Vice President for Academic Administration to determine guidelines for assigning faculty members as academic advisors to new students.

3. Assist school dean with summer orientations by recruiting faculty for advising incoming students.

4. Pre-register new students who have declared a major at the summer orientation (input tentative course schedule for fall and the January interim).

5. Create the annual departmental course schedule and teaching assignments and submit them to the school dean.

6. Review and make recommendations for editing the department’s section(s) of the Catalog.

7. Mentor faculty for effective academic advising.

8. Assist department faculty with syllabus development to meet the curricular goals of the department.

9. After consulting with proposed instructors, make recommendations to the school dean concerning student applications for directed and independent studies.

10. Assist the school dean in recruiting qualified adjunct faculty.

11. Serve on search committees for open and budgeted faculty positions within the department.

12. Orient new faculty and adjunct to the activities, operations, and policies of the department.

13. Conduct formative assessments of faculty and advise the school dean annually about the professional development plans and formative assessments of faculty within the department.
14. Supervise and evaluate student employees, if the assignment includes supervision of student employees.
15. Call and chair monthly departmental meetings, see that minutes are taken, and submit them to the school dean and the Vice President for Academic Affairs office.
16. Present written departmental recommendations for curriculum additions, revisions, etc. to the school dean prior to school meetings.
17. Attend school academic leadership meetings with the school dean.
18. Attend curriculum councils when departmental proposals are on the agenda.
19. Lead the department in its 5-year self-study and arrange for the timely submission of the self-study report.
20. Provide written feedback to seniors of their individual performance on the major assessment.
21. Prepare and submit an annual report of departmental activities, summarize departmental assessments, and make recommendations for strategies to strengthen the impact of curricula on students to the school dean.
22. Prepare preliminary budget requests considering the instructional needs of the department and project equipment purchase/replacement needs.
23. In consultation with the school dean, monitor departmental requisitions and budgetary expenditures for instructional supplies and equipment.
24. Teach courses within the department.
25. Review and rule on student requests to take department courses which deviate from University policies in consultation with course instructor (i.e. lacking pre-requisites, concurrent registration with pre-requisite).
26. Respond to student concerns related to course within the department and report any unresolved issues to the school dean.

1.5.5.8.6 Duties of the Academic Program Coordinator

The academic program coordinator is appointed by the President upon recommendation of the school dean and the Vice President for Academic Affairs. The academic program coordinator is responsible to the respective school dean.

Duties and Responsibilities

Subject to the superintendence of the department chair, the academic program coordinator shall perform the following functions as well as others that may be assigned by the department chair.

1. Collaborate with campus personnel and committees to promote academic program(s) assigned to the coordinator.
2. Assist the school dean and department chair to recruit qualified adjunct faculty for courses, and assist in orienting faculty to the program.
3. Present programmatic recommendations for curriculum additions, revisions, etc. to the department or school meetings as appropriate.

4. Teach courses within the program.

In addition, the Coordinator of the Honors Program and coordinators of graduate programs will:

5. Assist the Adult and Graduate Studies staff to recruit, orient, register, advise, and confirm students, as appropriate.

6. Process and recommend all applications for admission into the program.

7. Maintain advising files for each student in the program (including applications, grade reports, and other applicable program materials).

8. Serve as initial advisors to students.

9. Serve on the appropriate curriculum committee (Honors Committee and the Graduate Council, respectively).

10. Prepare and maintain control of program budgets as required.

11. Recommend students for candidacy, graduation, and honors to the Vice President for Academic Affairs.

1.5.6 Associate Vice President for Adult and Graduate Studies

The Associate Vice President for Adult and Graduate Studies is appointed by the Board of Trustees upon recommendation of the President. The Associate Vice President for Adult and Graduate Studies is responsible to the President.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the President, the Associate Vice President for Adult and Graduate Studies shall perform the following functions as well as others that may be assigned by the President.

1. Supervise the development and implementation of Adult and Graduate Studies advertising and marketing programs and materials.

2. Coordinate the academic advising functions of the Adult and Graduate Studies unit.

3. Promote improvements within the curricula and its delivery and promote academic standards of instruction within the Adult and Graduate Studies unit.

4. Promote leadership in a continuing program of curriculum evaluation and development.

5. Work with departments and schools serviced by the Adult and Graduate Studies unit in maintaining curricula.

6. Investigate and supervise the implementation of new approaches to course delivery.

7. Serve as the point of contact for the University on faculty search activities.
8. Make local arrangements for candidates brought to campus during the faculty search and interview process.

9. Assist the Vice President for Academic Affairs with activities to orient new faculty members into the University culture and environment.

10. Recommend to the Vice President for Academic Affairs faculty and staff to be appointed within the Adult and Graduate Studies programs.

11. Supervise the directors under the Associate Vice President’s span of control.

12. Coordinate the orientation and training of new faculty in consultation with the Vice President for Academic Affairs.

13. Assist the Vice President for Academic Affairs in evaluating full-time and part-time staff employed in the Adult and Graduate Studies unit.

14. Assure that faculty searches are conducted in ways that maximize the exposure of open positions to individuals of diverse ethnic backgrounds, while maintaining the core value of being a good mission-fit to the University.

15. Serve as chairperson of the Graduate Council.


17. Conduct regular operating meetings with the Adult and Graduate Studies personnel.


19. Serve as a member of the Undergraduate Academic Council.

20. Make an annual written report to the Vice President for Academic Affairs.

21. Review faculty teaching and work loads with the Vice President for Academic Affairs.

22. Review the course schedule with the Vice President for Academic Affairs and note areas of extreme enrollment (i.e., low and high).

23. Inform and advise the Vice President for Academic Affairs on all aspects of the Adult and Graduate Studies programs as they relate to academic services.

24. Compile the preliminary Adult and Graduate Studies budget requests, and present the report to the Deans’ Council and the Vice President for Academic Affairs.

25. Supervise the expenditure of budgets for the offices responsible to the Vice President.

26. Supervise all functions of the Adult and Graduate Studies unit.

27. Supervise textbook adoptions and maintain a file of current student guides and/or syllabi for all programs administered through the Adult and Graduate Studies structure.

28. Participate in professional activities and organizations related to the adult learner.

29. Administer academic matters concerning adult students, including admission, registration, attendance, academic standing, and academic advising.
30. Direct all programs for non-traditional learners.

31. Supervise the scheduling of courses and instructors for all programs served by the Adult and Graduate Studies unit.

32. Assist the Vice President for Academic Affairs with various duties of that office upon assignment.

33. Approve all changes for adult student schedules.

34. Function as a resource person to faculty for individual needs or requirements.

35. Supervise registration functions of the Adult and Graduate Studies unit including the recording and reporting of grades and transcript analysis and issuance.

36. Evaluate and award appropriate credit for prior learning submissions from Adult and Graduate Studies undergraduate students.

37. Supervise the preparation of handbooks of policies and procedures for the Adult and Graduate Studies programs.

38. Supervise the operations functions including facilities management, ordering of supplies and equipment, and student service functions in the Adult and Graduate Studies unit.

39. Supervise the billing and collection functions related to student accounts in the Adult and Graduate Studies unit.

40. Provide vision and direction to the improvement of all Adult and Graduate Studies programs.

41. Investigate expansion of existing and potential programs for the Adult and Graduate Studies programs.

42. Investigate expansion of potential new sites for the Adult and Graduate Studies programs.

43. Direct the implementation of new programs serviced by the Adult and Graduate Studies unit.

44. Coordinate Adult and Graduate Studies functions with the directors of academic and administrative computing services.

45. Direct the awarding of financial aid to eligible students.

1.5.6.1 Director of Academic Services for Adult and Graduate Studies

The Director of Academic Services for Adult and Graduate Studies is appointed by the President upon recommendation of the Associate Vice President for Adult and Graduate Studies. The Director of Academic Services for Adult and Graduate Studies is responsible to the Associate Vice President for Adult and Graduate Studies on all matters relating to the instruction and educational policies as they relate to the adult and graduate student.

Duties and Responsibilities
Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Academic Services for Adult and Graduate Studies shall perform the following functions as well as others that may be assigned by the Associate Vice President for Adult and Graduate Studies.

1. Teach courses as assigned.

2. Work with the Associate Vice President for Adult and Graduate Studies, departments, and schools serviced by Adult and Graduate Studies unit in planning curricula and technology utilization.

3. Promote improvements within the curricula, technology and their delivery and promote academic standards of instruction within Adult and Graduate Studies.

4. Provide leadership in a continuing program of curriculum evaluation and development.

5. Prepare annual budget requests for academic services for submission to the Associate Vice President for Adult and Graduate Studies.

6. Assist in supervising textbook adoptions and maintaining a current file of student guides and/or syllabi for all courses offered by Adult and Graduate Studies.

7. Participate in professional activities and organizations related to the adult learner as approved by the Associate Vice President for Adult and Graduate Studies.

8. Supervise academic matters concerning adult students.

9. Serve on the Adult and Graduate Studies Advisory Committee.

10. Make an annual written report to the Associate Vice President for Adult and Graduate Studies.

11. Supervise the expenditure of budgets for the offices responsible to the Director of Academic Services.

12. Assist the Associate Vice President for Adult and Graduate Studies with various duties of the office upon assignment.

13. Inform and advise the Associate Vice President for Adult and Graduate Studies on all aspects of Adult and Graduate Studies programs as they relate to academic services.

14. Assist in providing vision and direction to the improvement of all Adult and Graduate Studies programs.

15. Investigate and supervise the implementation of new approaches of course delivery.

16. Promote improvements in technology services related to operations and instruction within Adult and Graduate Studies.

17. Coordinate the ordering and delivery of computers, software, and curricula to instructors and students.

18. Supervise the updating and revisions to computers and software.
19. Provide instruction to Adult and Graduate Studies faculty, staff, and students on equipment and software.

20. Assist faculty in selecting and using appropriate software for instruction.

21. Provide students instruction on the use and care of computing equipment.

22. Supervise personnel reporting to the Director of Academic Services for Adult and Graduate Studies.

23. Order appropriate software and hardware within established budget guidelines and procedures.

24. Maintain and supervise the maintenance of equipment.
1.5.6.2 Director of Enrollment Services for Adult and Graduate Studies

The Director of Enrollment Services for Adult and Graduate Studies is appointed by the President upon recommendation of the Associate Vice President for Adult and Graduate Studies. The Director of Enrollment Services for Adult and Graduate Studies is responsible to the Associate Vice President for Adult and Graduate Studies for Adult and Graduate Studies on all matters relating to student services and educational policies as they relate to the adult and graduate student.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Enrollment Services for Adult and Graduate Studies shall perform the following functions as well as others that may be assigned by the Associate Vice President for Adult and Graduate Studies.

1. Teach courses as assigned.
2. Administer matters concerning adult students in admission, registration, financial aid, collection, and bursar functions.
3. Supervise the student services functions of Adult and Graduate Studies.
4. Prepare annual budget requests for submission to the Associate Vice President for Adult and Graduate Studies.
5. Participate in professional activities and organizations related to the adult learner as approved by the Associate Vice President for Adult and Graduate Studies.
6. Serve on the Adult and Graduate Studies Committee.
7. Make an annual report to the Associate Vice President for Adult and Graduate Studies.
8. Supervise the expenditure of budgets for the offices responsible to the Director of Enrollment Services for Adult and Graduate Studies.
9. Assist the Associate Vice President for Adult and Graduate Studies with various duties of the office upon assignment.
10. Inform and advise the Associate Vice President for Adult and Graduate Studies on all aspects of Adult and Graduate Studies programs as they relate to enrollment services.
11. Function as a resource person to personnel for individual needs or requirements.
12. Supervise retention efforts for Adult and Graduate Studies students.
13. Monitor satisfactory academic progress toward graduation.
14. Provide input into the vision and direction for improvements for all Adult and Graduate Studies programs.
15. Assist in the implementation of new programs for Adult and Graduate Studies.
1.5.6.3 Director of Recruiting/Marketing for Adult and Graduate Studies

The Director of Recruiting/Marketing for Adult and Graduate Studies is appointed by the President upon recommendation of the Associate Vice President for Adult and Graduate Studies. The Director of Recruiting/Marketing for Adult and Graduate Studies is responsible to the Associate Vice President for Adult and Graduate Studies for Adult and Graduate Studies on all matters relating to the recruitment and marketing of adult and graduate programs.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Recruiting/Marketing for Adult and Graduate Studies shall perform the following functions as well as others that may be assigned by the Associate Vice President for Adult and Graduate Studies.

1. Supervise the marketing and recruiting efforts for Adult and Graduate Studies.
2. Work with the Associate Vice President for Adult and Graduate Studies for Adult and Graduate Studies, departments, and schools serviced by Adult and Graduate Studies in planning marketing.
3. Prepare annual marketing and recruiting budgets for submission to the Associate Vice President for Adult and Graduate Studies for Adult and Graduate Studies.
4. Participate in professional activities and organizations related to marketing to the adult learner.
5. Serve on the Adult and Graduate Studies Advisory Council.
6. Make an annual written report to the Associate Vice President for Adult and Graduate Studies for Adult and Graduate Studies.
7. Supervise the expenditure of budgets for the offices responsible to the Director of Recruiting/Marketing.
8. Assist the Associate Vice President for Adult and Graduate Studies for Adult and Graduate Studies with various duties of his/her office upon assignment.
9. Supervise the development and implementation of Adult and Graduate Studies advertising, recruiting, marketing programs and materials.
10. Inform and advise the Associate Vice President for Adult and Graduate Studies for Adult and Graduate Studies on all aspects of Adult and Graduate Studies programs as they relate to recruiting and marketing.
11. Provide input into vision and direction to the improvement of all Adult and Graduate Studies programs.
12. Investigate expansion of existing and potential programs for Adult and Graduate Studies.
13. Direct marketing and recruiting for the implementation of new programs for Adult and Graduate Studies.
14. Develop contacts with businesses, churches, and other organizations to assist in enrollment development.
15. Contact two-year colleges and coordinate efforts concerning prospects.

16. Coordinate recruitment and information sessions.

17. Maintain student inquiry and applicant records in cooperation with the Director of Enrollment Services for Adult and Graduate Studies.

1.5.7 Vice President for University Relations

The Vice President for University Relations is appointed by the Board of Trustees upon recommendation of the President. The Associate Vice President for Adult and Graduate Studies is responsible to the President.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the President, the Vice President for University Relations shall perform the following functions as well as others that may be assigned by the President.

1. Report to the President and prepare a written annual report to the President.

2. Serve as a member of the President’s Administrative Cabinet and Budget Planning Committee.

3. Represent the division to the President in the strategic planning processes of the university.

4. Oversee the implementation of a comprehensive traditional undergraduate enrollment plan for the University and assist the President with enrollment projections.

5. Oversee the implementation of a comprehensive strategy for the development of students emotionally, socially, and physically.

6. Oversee the implementation of the intercollegiate athletic program for the University.

7. Identify ways to link processes and personnel between this division and other administrative divisions of the University.

8. Serve as directed by the President as a resource person to standing committees of the Board of Trustees.

9. Participate on the following institutional committees: Undergraduate Academic Council, Athletic Committee, Technology Advisory Council, Title IX Committee and other committees and task forces as assigned by the President.

10. Pursue to completion any strategic institutional projects and task forces as assigned by the President.

11. Develop an annual divisional budget request in conjunction with Enrollment Services and Student Development division personnel.

12. Administer the annual budget for the division.
Enrollment Services and Student Development Division Reporting Lines

Vice President for University Relations

Administrative Assistant to the Vice President for University Relations

Dean of Enrollment Services
- Director of Admissions and Student Recruitment
  - Assistants, Admissions Counselors and Staff
- Director of Financial Aid
  - Financial Planning Counselors and Staff
- Director of Student Accounts

Director of Athletics
- Director of Multicultural Affairs
  - University Registrar
  - Assistant and Staff
- Athletic Coaches
  - Assistant Coaches
  - Sports Information Director
  - Athletic Trainer

Dean of Student Development
- Director of Career Services
  - Director of Campus Community Life
  - Director of Intramurals
  - Director of Residence Life
  - Resident Directors

- Director of Counseling and Wellness
  - Director of Student Health Services
  - Personal Counselor
  - Director of Safety and Security
  - Assistant and Security Officers

Assistant to the Dean for Judicial Mediation
13. Chair or appoint the chair, oversee the membership composition, and coordinate with divisional objectives the work of the following committees: Admissions and Recruitment Committee, Athletic Committee, Student Development Committee, Calendar and Programs Committee and Campus Life Council.

14. Oversee the preparation of materials for student recruitment, admissions, and financial aid, in conjunction with the Director of Marketing.

15. Review and approve all policies and procedures related to the recruitment, registration, record keeping, and retention of students, and the packaging and distribution of financial aid.

16. Promote student recruitment and retention as a campus-wide responsibility.

17. Oversee the quality issues that have the greatest impact on student recruitment and retention, and promote to the campus community the importance of providing students with quality service in and out of the classroom.

18. Oversee the planning and implementation of new student orientations and the opening of school program.

19. Oversee the annual preparation and periodic revision of the Community Life Student Handbook and other materials related to student development.

20. Oversee the services and programs related to student life, residence life, and multicultural student affairs, and promote a well-rounded social activity program for the student body.

21. Oversee the instructing of students in the standards and regulations of the university, for administering discipline, and for establishing proper procedure for students charged with violations of university codes and regulations.

22. Oversee the appointment of faculty and staff members as class advisors.

23. Facilitate the development of a quality athletic program that supports the recruitment, student development, and educational goals of the university.

24. Oversee the annual preparation of a master calendar of all social and cultural events, meetings and functions for student, faculty, and staff through the Calendar Committee.

25. Work with the Vice President for Finance and Treasurer to coordinate the financial and building aspects as it relates to property/auxiliary management within the purview of the division.

26. Oversee in conjunction with the President, the approval and hiring of divisional personnel.

27. Coordinate collaboration and communication on topics or issues of mutual concern in the area of Student Development with Campus Ministries and Academic Affairs, and in the area of Enrollment Services with Marketing, Church Relations, and University Advancement.
28. Oversee the work of the following divisional personnel under the following units:

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<thead>
<tr>
<th>Enrollment Services</th>
<th>Intercollegiate Athletics</th>
<th>Student Development</th>
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<tr>
<td>Admissions/student recruitment retention</td>
<td>Men’s basketball</td>
<td>Residence life</td>
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<tr>
<td>Financial aid</td>
<td>Women’s basketball</td>
<td>Judicial processes</td>
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<tr>
<td>Academic records/registration</td>
<td>Softball</td>
<td>Campus community life</td>
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<tr>
<td>Multicultural affairs</td>
<td>Baseball</td>
<td>Counseling and career services</td>
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<td></td>
<td>Men’s soccer</td>
<td>Student health services</td>
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<td>Women’s soccer</td>
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<td>Sports information</td>
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29. Conduct monthly meetings with divisional directors, the director of multicultural affairs, and the director of student accounts/bursar and appropriate personnel from other divisions.

30. Conduct annual performance reviews of the Dean of Enrollment Services, Dean of Student Development, Director of Intercollegiate Athletics, and the Enrollment Services and Student Development divisional administrative assistant. Oversee the process of performance reviews for all divisional personnel.

1.5.7.1 Dean of Enrollment Services

The Dean of Enrollment Services is appointed by the President upon recommendation of the Vice President for University Relations. The Dean of Enrollment Services is responsible to the Vice President of Enrollment and Student Development.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the Vice President for University Relations, the Dean of Enrollment Services shall perform the following functions, as well as others that may be assigned by the Vice President for University Relations.

1. Supervise the Director of Multicultural Affairs and Recruitment, the University Registrar, the Director of Admissions and Student Recruitment, and the Director of Financial Aid.

2. Provide support for the day-to-day operation of the Enrollment Services division.

3. Represent the Enrollment and Student Development division at any function that may require representation from the division.

4. Serve as member of the Calendar Committee and Publications Board.

5. Serve as member of the Academic Standards Committee, Admissions and Recruitment Committee, Athletic Committee, and other committees as assigned.

6. Provide ongoing support and assistance for the Vice President of Enrollment Services and Student Development.

7. Assist with the agenda and report for the Board of Trustees committee for Enrollment Services and Student Development.
8. Represent the Vice President for University Relations at certain annual professional meetings for Enrollment Services.

9. Conduct regular meetings with students who express concerns about student issues.

10. Serve on Enrollment Services and Student Development committees as assigned.

11. Supervise the coordination of New Student Orientations (summer and fall).

12. Supervise the coordination of opening week activities.

13. Direct a comprehensive, intentional, campus-wide retention effort.

14. Conduct annual studies on student retention.

15. Receive reports from faculty and staff about students with excessive absenteeism or failing marks, and initiate interventions with the Director of Academic Support.

16. Attend conferences on retention and related issues, and serve as campus consultant on retention matters.

17. Act as a clearinghouse for all “red alert” notifications received from concerned faculty and staff members.

18. Serve as a member on the Student Academic Life Committee.

19. Write mid-term warning letters to all students in academic jeopardy (i.e., below 2.0).

20. Write mid-term review letters to all students on academic probation.

21. Evaluate high school work (not college transfer work) for incoming freshmen.

22. Coordinate the data needed for retention.

23. Submit an annual report to the Vice President for University Relations.

1.5.7.1.1 University Registrar

The University Registrar is appointed by the President upon recommendation of the Vice President for University Relations. The University Registrar is responsible to the Dean of Enrollment Services.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the University Registrar shall perform the following functions as well as others that may be assigned by the Dean of Enrollment Services.

1. Supervise the registration of students.

2. Determine the classification of students.

3. Maintain academic records.

4. Prepare and distribute grade reports.
5. Prepare transcripts of student records.

6. Evaluate previous college work for transfer students. Post accepted credit on the local transcript.

7. Compile official statistics on registration of students.

8. Keep a file of minutes for all faculty committees.

9. Check and enforce the requirements of the general education program, majors, minors, concentrations, degrees, etc.

10. Submit grades to the Vice President for Academic Affairs.

11. Prepare and submit the "Dean's List" to the Vice President for Academic Affairs.

12. Supply information to the Director of Teacher Education for evaluation of students in the teacher education program. Supply information to the Director of Social Work for evaluation of students in the social work program.

13. Order diplomas and certificates.

14. Order academic apparel for the graduates participating in commencement activities.

15. Maintain a file of the University's catalogs.

16. Maintain a library of other college catalogs.

17. Serve as a member of the Undergraduate Academic Council, Admissions and Recruitment Committee, Student Academic Life Committee, and other committees as assigned.

18. Serve as veterans' counselor.

19. Serve as chairperson of the Academic Standards Committee.

20. Make an annual report to the Vice President for University Relations.

**1.5.7.1.1.1 Assistant University Registrar**

The Assistant University Registrar is appointed by the President upon recommendation of the Vice President for University Relations. The Assistant University Registrar is responsible to the University Registrar.
Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Assistant University Registrar shall perform the following functions as well as others that may be assigned by the University Registrar.

1. Assist in promoting a user-friendly office.
2. Assist in developing and implementing degree audits.
3. Assist in determining National Association of Intercollegiate Athletics (NAIA) eligibility.
4. Assist in compiling reports and statistics.
5. Assist in registering students.
6. Serve as records liaison with the Admission Office.
7. Assist in maintaining academic records.
8. Assist in preparing and distributing grade reports and transcripts.
9. Serve as academic advisor and liaison for students enrolled in the post-secondary options program.
10. Prepare in advance of summer orientation a draft course schedule for designated new students.

1.5.7.1.2 Director of Admissions and Student Recruitment

The Director of Admissions and Student Recruitment is appointed by the President upon recommendation of the Vice President for University Relations. The Director of Admissions and Student Recruitment is responsible to the Dean of Enrollment Services.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Admissions and Student Recruitment shall perform the following functions as well as others that may be assigned by Dean of Enrollment Services.

1. Direct the activities and operation of the Admissions Office.
2. Maintain a file of names and addresses of all prospective students.
3. Maintain a file of junior college students and make contact with prospective transfer students.
4. Contact high school guidance counselors concerning prospective college students.
5. Maintain student prospect records and direct processing of all prospects until application to the University.
6. Coordinate University representation at high school fairs and career nights.
7. Direct the telephone follow-up of prospective students.
8. Coordinate prospective student visitation.

9. Coordinate and direct recruitment events for high school juniors and seniors, and other special recruitment programs.

10. Assist the Vice President for University Relations to implement the University’s annual recruitment plan.

11. Maintain student applicant records and direct processing of applicants until matriculation.

1.5.7.1.3 Director of Multicultural Affairs and Recruitment

The Director of Multicultural Affairs and Recruitment is appointed by the President upon recommendation of the Vice President for University Relations. The Director of Multicultural Affairs and Recruitment is responsible to the Dean of Enrollment Services.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the other administrative officers, the Director of Multicultural Affairs and Recruitment shall perform the following functions as well as others that may be assigned by the Dean of Enrollment Services.

1. Assist multicultural students with enrollment and retention in coordination with the Director of Admissions and Student Recruitment and the Dean of Enrollment Services.

2. Direct, coordinate and resource the University’s multicultural programs and services.

3. Serve as an advisor to the President on multicultural issues.

4. Serve as a contact person for prospective and enrolled minority students.

5. Resource classroom presentations, chapel programs, residential life seminars, mission and ministry programs, and student activities, and policy development as appropriate.

6. Serve as a campus-wide resource and educator on minority student affairs and multicultural issues for administrators, faculty, staff, and students.

7. Provide leadership for developing an Office of Multicultural Affairs and program, which interfaces with various divisions and departments of the University.

8. Represent the University to external constituencies as recommended by the President or Director of Admissions and Student Recruitment.

9. During the academic year when the University is in session, interface with the Admissions Office for recruiting ethnically diverse students.

10. During the summer period, focus on recruitment and enrollment of ethnically diverse prospective students and plan for the upcoming year’s multicultural affairs activities.

11. Perform other assigned duties and activities as designated by the Dean of Student Development or the Director of Admissions and Student Recruitment.
1.5.7.1.4 Director of Financial Aid

The Director of Financial Aid is appointed by the President upon recommendation of the Vice President for University Relations. The Director of Financial Aid is responsible to the Dean of Enrollment Services.

Duties and Responsibilities

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Financial Aid shall perform the following functions, as well as others that may be assigned by the Dean of Enrollment Services.

1. Administer financial aid programs funded by federal and state governments, the University, individuals, clubs, groups, and other agencies including:
   a. Pell Grant Program;
   b. College Work-Study Program;
   c. Donor Designated Loan and Scholarship Funds;
   d. National Direct Student Loan Program;
   e. Ohio Instructional Grant Program;
   f. Pennsylvania Grant Program;
   g. Ohio Academic Scholarship Program;
   h. Ohio War Orphans Scholarship Program;
   i. Ohio National Guard Scholarship Program;
   j. Ohio Student Choice Grant Program;
   k. Institutional scholarships and grants;
   l. Stafford, SLS and Plus Loan Programs; and
   m. Board of Trustees scholarships.

2. Maintain a current computerized record of student financial aid award decisions, students’ acceptances or rejections to determine fund balances.

3. Establish office routines and procedures to be used in maintaining and storing records.

4. Assign duties and supervise office personnel.

5. Report to the Vice President for University Relations the amount and form of awards made.

6. Authorize the disbursement of approved funds to students to cover awards.

7. Review financial aid applications and consider personal qualifications, academic records and financial need.

8. Allocate financial assistance to eligible applicants.

9. Revise and update financial aid awards as the need for change becomes apparent to operate within federal guidelines.

10. Provide financial aid counseling prior to admission, during attendance and prior to graduation in consultation with the Dean of Enrollment Services.

11. Conduct regular evaluations of the aid programs of the University.

12. Administer Student Employment Programs:
   a. Keep biweekly student employee payroll records.
b. Monitor payroll expenditures in relation to available funding.
c. Approve student employee work award increases.
d. Assist the Student Employment Coordinator in developing potential jobs on campus and within the community.

13. Prepare necessary reports:
   a. Make periodic summary and annual reports to the Vice President for University Relations.
   b. File reports with agencies of state and federal government to recapitulate expenditures and to initiate requests for additional funds.

1.5.7.2 Dean of Student Development

The Dean of Student Development is appointed by the President upon recommendation of the Vice President for University Relations. The Dean of Student Development is responsible to the Vice President of Enrollment Services and Student Development.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the Vice President for University Relations, the Dean of Student Development shall perform the following functions, as well as others that may be assigned by the Vice President for University Relations.

1. Provide support for the day-to-day operation of the Student Development department.

2. Represent the Student Development division at Nazarene Student Leadership Conference activities.

3. Chair the Campus Life Council, and the Student Development Personnel Committee.

4. Serve as the primary administrative responder to Safety and Security reports, counseling and medical issues and campus activity questions involving institutional mission concerns.

5. Assist the Director of Residential Life with the housing assignment process, programming, and personnel issues, including the search process for Resident Directors, selection and appointment of Resident Assistants and Medical Associates.

6. Provide ongoing support and assistance to the Vice President for University Relations.

7. Supervise the Assistant to the Dean for university judicial processes and the chairperson of the University Judicial Council involving matters that warrant suspension or expulsion.

8. Represent the Vice President for University Relations at annual professional meetings for student development personnel.

9. Serve on Enrollment Services and Student Development committees as assigned.

10. Supervise housing assignments and prepare updated housing reports.

11. Assist with the agenda and report for the Board of Trustees committee for Enrollment Services and Student Development.

12. Conduct regular meetings with students who express concerns about student life issues.
14. Provide support for new student orientation and opening of school programming.
15. Coordinate student leadership development, including planning and implementation of the Annual Student Leadership Conference.

1.5.7.2.1 Assistant to the Dean for Judicial and Mediation Processes

The Assistant to the Dean for Judicial and Mediation Processes is appointed by the President upon recommendation of the Vice President for University Relations. The Assistant to the Dean for Judicial and Mediation Processes is responsible to the Dean of Student Development.

Duties and Responsibilities

Subject to the superintendence and right of preemption of other administrative officers, the Assistant to the Dean for Judicial and Mediation Processes shall implement and oversee the judicial and mediation processes of the university as well as other functions that may be assigned by the Dean of Student Development.

1. Serve as the primary coordinator and administrator of the University's judicial processes.
2. Provide training and support of all judicial councils.
3. Coordinate revisions to the University Judicial Handbook.
4. Develop and maintain a campus “peer mediation” program.
5. Provide support and assistance to the Dean of Student Development.
7. Serve as a member of the Campus Life Council and other committees as assigned.

1.5.7.2.2 Director of Campus Community Life

The Director of Campus Community Life is appointed by the President upon recommendation of the Vice President for University Relations. The Director of Campus Community Life is responsible to the Dean of Student Development.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the Dean of Student Development, the Director of Campus Community Life shall perform the following functions, as well as others that may be assigned by the Dean of Student Development.

1. Serve as member of the Campus Life Council.
2. Resource, guide, and support student organizations, programs, and activities.
4. Serve as chairperson of the Calendar and Programs Committee, guide and coordinate the process of developing and publishing activities on the University calendar.
5. Provide regular updates to the campus activity calendar.
6. Plan and implement an orientation and training program for student organization officers.

7. Plan and implement an orientation and training program for faculty advisors to student organizations.

8. Guide and coordinate the chapel attendance system, including the publication of chapel attendance policies, the review of approval of chapel petitions, and the support of appropriate chapel behavior.

1.5.7.2.3 Director of Career Services

The Director of Career Services is appointed by the President upon recommendation of the Vice President for University Relations. The Director of Career Services is responsible to the Dean of Student Development.

Duties and Responsibilities

Subject to the superintendence and right of preempt of the Director of Counseling and Wellness, the Director of Career Services shall perform the following functions, as well as others that may be assigned by the Dean of Student Development.

1. Provide a program through which students are assisted in identifying personal interests, skills, abilities and priorities related to a career choice.

2. Assist the campus community in developing an increased awareness of the contemporary world of work and future trends.

3. Teach job seeking strategies through courses, seminars and individual counseling.

4. Provide current and relevant resources in a career resource center.

5. Aid students in job placement through vacancy announcements and information dissemination.

6. Maintain a perpetual credential service available to graduates of the University.

7. Assist students in selecting and applying to graduate school.

8. Provide assistance in student retention, recruitment and orientation activities.

9. Assist academic departments to develop placement strategies and programs.

10. Work with the Director of Alumni Relations and the Associate Vice President for Academic Administration to identify and promote successful internship placements and successful alumni outcome opportunities.
1.5.7.2.4 **Director of Counseling and Wellness**

The Director of Counseling and Wellness is appointed by the President upon recommendation of the Vice President for University Relations. The Director of Counseling and Wellness is responsible to the Dean of Student Development.

**Duties and Responsibilities**

Subject to the superintendence and right of preemption of the other administrative officers, the Director of Counseling and Wellness shall perform the following functions as well as others that may be assigned by the Dean of Student Development.

1. Provide for the personal counseling needs of the student body.
2. Facilitate the administration and interpretation of appropriate personality tests.
3. Conduct workshops and seminars for the resident assistants on life management skills.
4. Provide group counseling as needed.
5. Participate in freshman orientation concerning the services provided by the counseling office.
6. Maintain contact with and make referrals to mental health officials outside the University setting.
7. Serve ex officio on the Student Academic Life Committee and Teacher Education Committee.
8. Serve as a member of the Campus Life Council.
9. Serve on other committees upon request of the President and/or the Vice President for University Relations.
10. Maintain regular office hours during the school year to provide for personal counseling needs of the student body. Be on call for emergencies beyond the regular school day.
11. Attend workshops and seminars in mental health to continue personal education.
12. Consult with parents regarding the progress of their students as needed.
13. Submit an annual report to the Vice President for University Relations.

1.5.7.2.4.1 **Director of Student Health Services**

The Director of Student Health Services is appointed by the President upon recommendation of the Vice President for University Relations. The Director of Student Health Services is responsible to the Director of Counseling and Wellness.

**Duties and Responsibilities**

Subject to the superintendence and right of preemption of the Director of Counseling and Wellness, the Director of Student Health Services shall perform the following functions, as well as others that may be assigned by the Director of Counseling and Wellness.

1. Present all medical associate candidates for review to the Dean of Student Development.
2. Plan and implement an orientation and training program for student medical associates.

3. Schedule and supervise student medical associates for evening and weekend on-call responsibilities.

4. Maintain a medical record for each student living in campus housing, including treatment and disposition of each case seen in the Student Health Services Office.

5. Treat ill or injured students in the Student Health Services Office, dormitories, or other campus locations as necessary.

6. Work with local physician(s) regarding standing orders.

7. Schedule physician or dentist appointments as necessary.

8. Refer ill or injured students to the University physician or local hospital for treatment as necessary.

9. Counsel and educate students related to health problems and healthy lifestyle issues.

10. File health insurance claims to the student health insurance carrier, and record the transactions.

11. Supervise the student health insurance billing clerk.

12. Train and supervise the medical associates.

13. Give whirlpool treatments as required or indicated by the student's condition.

14. Give allergy injections to students on allergy programs.

15. Schedule diagnostic tests as ordered by the University physician.

16. Prepare monthly and annual reports for the Vice President for University Relations, and the Director of Counseling and Wellness.

17. Supervise the part-time nurse who provides health services during the hours assigned to staff the Student Health Services office.

1.5.7.2.5 Director of Residence Life

The Director of Residence Life is appointed by the President upon recommendation of the Vice President for University Relations. The Director of Residence Life is responsible to the Dean of Student Development.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the other administrative officers, the Director of Residence Life shall implement and oversee the residence experience, housing issues, and programs for the campus community as well as other functions that may be assigned by the Dean of Student Development.
1. Administer housing assignment activities including the spring “Housing Sweepstakes” for returning students, initial housing requests for new students, emergency housing requests during official university breaks, and early move-in emergency housing.

2. Address issues of refunding and/or forfeiting housing deposits.

3. Chair the Housing Committee to rule on off-campus housing petitions.

4. Administer the spring housing survey and maintain housing statistics.

5. Supervise, orient, and train Resident Directors and Resident Assistants.

6. Serve as support for the annual Student Leadership Conference.

7. Promote educational programs in residential facilities.

8. Orient students to residential life expectations and guidelines.

9. Oversee residence hall facilities and major renovations.

10. Counsel students in issues dealing with residential life.

11. Assist in administering discipline for residential life infractions.

12. Serve as a member of the Calendar and Programs Committee, the Safety Committee, and the Campus Life Council.

### 1.5.7.2.5 Director of Safety and Security

Director of Safety and Security is appointed by the President upon recommendation of the Vice President for University Relations. Director of Safety and Security is responsible to the Dean of Student Development.

**Duties and Responsibilities**

Subject to the superintendence and right of preemption of the Dean of Student Development, the Director of Safety and Security shall perform the following functions, as well as others that may be assigned by the Dean of Student Development.

1. Provide for the safety and security of individuals and property on the campus.

2. Present all security officer candidates for review to the Vice President for University Relations.

3. Provide for supervision, training and scheduling of security officers.

4. Evaluate security officers’ reports and present a daily summary to the Vice President for University Relations.

5. Investigate incidents reported on security officers’ reports.

6. Consult with the Vice President for University Relations regarding safety and security policies, policy infractions, and student disciplinary matters.
7. In consultation with the Dean of Student Development, notify local law enforcement agencies in the event that a felony has been committed on campus.

8. Publish the annual *Campus Crime Report* and *Safety and Security Procedures Manual*.

9. Support and implement the policies and guidelines of the *Student Life Handbook* and *Safety and Security Procedures Manual*.

10. Register all vehicles on campus and maintain accurate registration records.

11. Supervise parking areas.


13. Process traffic citations, including the resolution of appeals.

14. Coordinate all on-campus accident reports.

15. Provide for the posting and display of University flags.

16. Provide security for University banking.

17. Provide reasonable service for individuals needing battery jumps, emergency gas, and other related services on campus.

18. Network with and act as liaison with local law enforcement agencies.

19. Chair the Campus Safety Committee and work collaboratively with local law enforcement officials, Director of Facilities Management, and Director of Business Services.

20. Coordinate the issuance and policies related to key cards and key access on campus.

1.5.7.3 Director of Intercollegiate Athletics

The Director of Intercollegiate Athletics is appointed by the President on recommendation of the Vice President for University Relations. The Director of Intercollegiate Athletics is responsible to the Vice President for University Relations for administering the intercollegiate athletic program.

**Duties and Responsibilities**

Subject to the hierarchical superintendence and right of preemption of the other administrative officers, the Director of Intercollegiate Athletics shall perform the following functions as well as others that may be assigned by the Vice President for University Relations.

1. Schedule contests after consultation with the individual coaches subject to the approval of the Athletic Committee.

2. Coordinate the contracting of officials for all men’s and women’s home contests.

3. Supervise the travel procedures for all teams leaving campus.

4. Ensure the eligibility of athletes by knowledge of and filing of eligibility lists with National Association of Intercollegiate Athletics (NAIA), American Mideast Conference (AMC), and National Christian College Athletic Association (NCCAA) before due dates.
5. Prepare game contracts with visiting schools and secure signatures of representatives of the competing schools before the season of competition begins.

6. Approve purchasing of equipment and supplies for athletic programs.

7. Advise administrators of the preparation, repair and maintenance of fields and courts.

8. Arrange for publicity through news media, radio, brochures, etc.

9. Coordinate with the Vice Presidents for Enrollment Services and Student Development and Finance and Management, and the Facilities Coordinator the group use of the athletic facilities.

10. Arrange for printing and sales of home game tickets.

11. Coordinate with the Alumni Director for ticket sales and distribution for Homecoming.

12. Work with student groups on arrangements for concessions at all home contests.

13. Arrange for adequate security protection for crowd control and parking.

14. Supervise and coordinate with the sponsors’ arrangements for cheerleaders and pep band.

15. Arrange with the Vice President for Finance and Treasurer adequate insurance coverage for athletic teams.

16. Prepare and submit an annual budget request for all sports to the Vice President for University Relations.

17. Supervise the athletic department budgets.

18. Represent the department at conference and affiliation meetings of NAIA, Nazarene Athletic Association (NAA), AMC, and NCCAA.

19. Supervise coaches, assistant coaches, managers, scorekeepers, timers, etc. in duties directly related to the efficient operation of the athletic program.

20. Recommend to the Student Financial Aid Office recipients for athletic scholarships.

21. Serve as ex officio member of the Athletic Committee.

22. Provide agenda items and initiatives for the Athletic Committee.

23. Make all necessary preparations for the annual athletic banquet(s).

24. Serve as Executive Secretary of the booster club at the University.

25. Provide information to the Cougar Sports Association; send membership information, keep membership and mailing lists up to date on Association members.

26. Coordinate the planning and organization of summer athletic camps with the Vice President for University Relations, the Vice President for Finance and Treasurer, and the Facilities Coordinator.
27. Arrange with the Sports Information Director for media coverage at athletic events.

28. Supervise one full-time secretary.

1.5.7.3.1 Athletic Trainer

The Athletic Trainer is appointed by the President on recommendation of the Vice President for University Relations. The Athletic Trainer is responsible to the Director of Intercollegiate Athletics.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the Director of Intercollegiate Athletics, the athletic trainer shall perform the following functions, as well as others that may be assigned by the Director of Intercollegiate Athletics.

1. Work with the head coach on the physical conditioning of intercollegiate athletes.

2. Make arrangements for medical intervention and rehabilitation (e.g., physical examinations, diagnostic procedures, treatment, etc.) on injuries to athletes that occur as a result of intercollegiate practice and/or competition.

3. Refer athletes to the Director of Student Health Services for illness and injuries not incurred in intercollegiate practice or competition.

4. Supervise or arrange for assistants to supervise the training room when the facility is open and intercollegiate sports are in operation.

5. Provide follow-through on injuries, maintain a record of each injury and treatment, and distribute injury reports to the Director of Intercollegiate Athletics and Director of Student Health Services.

6. Determine the ability of an injured or ill athlete to participate in consultation with the assigned physician(s).

7. Attend all staff meetings.

8. When possible, assist with community projects of a sports medicine nature.

9. Assume other responsibilities and duties as assigned by the Director of Intercollegiate Athletics.
1.5.7.3.2 Head Coach

The head coach is appointed by the President on recommendation of the Vice President for University Relations. The head coach is responsible to the Director of Intercollegiate Athletics.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the Director of Intercollegiate Athletics, the head coach shall perform the following functions, as well as others that may be assigned by the Director of Intercollegiate Athletics.

1. Prepare budget requests for the sport for the Director of Intercollegiate Athletics.
2. Organize and conduct practice sessions.
3. Work with the Director of Intercollegiate Athletics on travel details.
4. Order equipment for the sport.
5. Maintain a current inventory of equipment.
6. Delegate responsibilities to the assistant(s).
7. Supervise recruiting of athletes for the sport.
8. Enhance professional growth by attending professional meetings, workshops, and clinics.
9. Work with the Sports Information Director regarding team publicity and news releases.
10. Work with the Director of Intercollegiate Athletics on scheduling.
11. Recommend athletes for awards and scholarships.
12. Prepare team rosters for data sheets and insurance coverage.
13. Submit team rosters to the Director of Intercollegiate Athletics and the University Registrar for eligibility certification.
14. Submit team rosters and game schedule to the Associate Vice President for Academic Administration for notifications to faculty regarding class absences.
15. Work with the athletic trainer to insure optimal health and safety of team members.
16. Supervise the conduct and image of athletics representing the University.
17. Uphold the University’s mission by offering spiritual guidance to athletes.
18. Supervise other details of the sports and complete other responsibilities as assigned by the Director of Intercollegiate Athletics.
1.5.7.3.3 Sports Information Director

The Sports Information Director is appointed by the President on recommendation of the Vice President for University Relations. The Sports Information Director is responsible to the Director of Intercollegiate Athletics.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the Director of Intercollegiate Athletics, the Sports Information Director shall perform the following functions, as well as others that may be assigned by the Director of Intercollegiate Athletics.

1. Assist the Director of Intercollegiate Athletics and head coaches to inform the public about the athletic program.
2. Supervise the printing of brochures, schedules, news releases, programs, and pictures.
3. Prepare contest announcements and special advertisements for events.
5. Maintain statistics for each sport for the NAIA, NCCAA, and AMC.
6. Coordinate and supervise various marketing and fundraising functions.

1.5.8 Vice President for Finance and Treasurer

The Vice President for Finance and Treasurer is appointed by the Board of Trustees upon recommendation of the President. The Vice President for Finance and Treasurer is responsible to the President.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the President, the Vice President for Finance and Treasurer shall perform the following functions as well as others that may be assigned by the President.

1. Assist the President and other administrative officers in the planning, preparation, and implementation of the campus-wide budget, present the University budget to the Finance Committee and the Board of Trustees at the annual spring meeting and keep the Board updated with interim reports.
2. Be responsible for the monitoring and day-to-day management of the University budget and the development of financial policies governing the campus-wide expenditure of University funds.
3. Periodically analyze budget-related issues to resolve financial questions from across the institution and from the Board of Trustees.
4. Prepare financial reports and statistical data concerning the financial affairs of the University for the President, the Board of Trustees, the Foundation Board, the Finance Committee and others as needed.
5. Serve as financial advisor to the President, other senior administrators and the Board of Trustees on matters of wage and salary administration and other finance-related issues.
Finance and Management Division Reporting Lines

Vice President for Finance and Treasurer

- University Architect
- Administrative Assistant to the Vice President for Finance and Treasurer
- Special Projects Consultant

- Director of Administrative Computing Services
  - Bookstore
  - Facilities Coordination
  - Food Service
  - Post Office
  - Printing and Mailing
  - Purchasing
  - Telecommunications

- Director of Business Services
  - Benefits
  - Payroll

- Director of Human Resources
  - Carpenter

- Director of Facilities Management
  - Grounds
  - Housekeeping
  - Maintenance
  - Motor Pool

- Director of Student Accounts
  - Controller
  - Accounting

- Director of Business Services
  - Benefits
  - Payroll

- Director of Human Resources
  - Carpenter

- Director of Facilities Management
  - Grounds
  - Housekeeping
  - Maintenance
  - Motor Pool

- Director of Student Accounts
  - Controller
  - Accounting
6. Serve as liaison with planning consultants, the University architect for design and construction managers/contractors.

7. Procure construction financing.

8. Provide oversight to the Director of Human Resources and the Human Resources Department in regard to:
   a. Salary administration for all non-academic personnel and assistance with salary administration for academic personnel.
   b. Personnel administration including handling day-to-day personnel-related issues, the development of personnel policies, employee relations, staff development and training, etc.
   c. Benefits administration including the development, day-to-day management and long-term planning for all University benefit programs including:
      1. University retirement program
      2. Permanent income disability program
      3. Various life-insurance programs
      4. Several health insurance-related programs
      5. Other employee deductions to meet federal/state guidelines
      6. Workers compensation
      7. Surveys and government payroll reports
   d. Payroll administration
   e. Hiring, transfers, terminations and grievances.

9. Supervise the following:
   a. Director of Human Resources
   b. Director of Facilities Management and Facilities Management operations including custodial services, building maintenance for all buildings, renovation projects, grounds maintenance and the University Motor Pool.
   c. Director of Business Services and operations including the Bookstore, Post Office, Printing and Mailing, Purchasing, Telecommunications Systems, Switchboard, Telephone Technicians, Facilities Use Guidelines, Food Service and University insurance, risk management, property management, budget development and analysis and bid evaluation and negotiation.
   d. Senior Controller/Accounting Department including all campus-wide financial record keeping and reporting and financial administration of grants to the University.
   e. Director of the Administrative Computer System including servicing of all University departments.
   f. Director of Student Accounts/Bursar including receipt of all University income and management of all student-related billing, accounting and collections.
   g. Special Projects Consultant

10. Supervise the receipt and control the disbursement of all university funds. Supervise and approve central purchasing. Approve vouchers for payment authorization. Sign all high-dollar-value purchase requisitions, checks, payroll changes, etc.

11. Manage cash including the investment of all funds related to short-term cash funds, plant funds, and other cash for annual operations.

12. Manage plant funds.
13. Be responsible for the design, redesign, installation, and supervision of all financial record-keeping systems. This includes the Student Accounts Office, Accounting Department, and other offices where financial records are maintained, such as the Facilities Management Department, Food Services, Bookstore, Residence and Service Areas, etc.

14. Develop annual financial statements.

15. Review and approve all contracts and lease agreements working with the University attorney when necessary. Conduct contract negotiations and serve as liaison for food service operations, photocopier leasing and maintenance, computer system maintenance and backup, vending machine contracts, etc.

16. Assemble and prepare information requested by the Finance Committee of the Board of Trustees including developing the agenda for each Finance Committee meeting.

17. Assemble and prepare information requested by the Buildings and Grounds Committee of the Board of Trustees including developing the agenda for each Buildings and Grounds Committee meeting.

18. Ensure compatibility of all campus policies, benefit programs, payroll, accounting and other financial functions with IRS code.

19. Ensure compatibility of all financial record keeping with the pronouncements of the Financial Accounting Standards Board.

20. Oversee financial issues related to donor accounting and signing of all matching grant approvals.

21. Control all institutional properties and supervise the perpetual inventory system of all equipment and property.

22. Develop policies and guidelines for the Student Employment Program campuswide.

23. Develop policies and manage the operations and maintenance of all campus properties.

24. Serve as a member on the President's Administrative Cabinet.

25. Serve as treasurer for MVNU Foundation Board/Investment Management. Prepare reports, presentations and assist the Board with all investment managers.

26. Ensure the safeguard of all institutional assets through an adequate risk-management program, including liability and property insurance, employee life insurance, student health insurance, athletic insurance, etc.

27. Manage all campus income property, including student housing, facility rental throughout the year and conferences during the summer and the rental and us of on- and off-campus facilities for long-term rentals and overnight accommodations.

28. Be responsible for the long-range planning for Information systems including the Administrative Computer Center, oversight of computer services for campus administrative needs and interaction the Director of Instructional Technology for campus-wide needs including equipment purchases and mainframe computer-related policy issues.
29. Be responsible for the long-range planning for telecommunications needs and oversight of the campus telephone system, its maintenance and periodic upgrading and replacements.

30. Conduct financial oversight of government and private grants and financial reporting on such grants.

31. Prepare an annual report of the Division of Financial Management for the President.

32. Represent the University at state/national professional meetings for university business officers. These include NACUBO, and Nazarene Business Officers

1.5.8.1 Director of Business Services

The Director of Business Services is appointed by and reports to the Vice President for Finance and Treasurer. The Director of Business Services has primary responsibilities in university services, risk management, financial analysis, property management, and bid negotiation.

Duties and Responsibilities

Subject to the hierarchical superintendence and the right of preemption of the other administrative officers, the Director of Business Services shall perform the following functions, as well as others that may be assigned by the Vice President for Finance and Treasurer.

1. Provide oversight of the bookstore, post office, printing and mailing, purchasing, telecommunication, and facilities use.

2. Support and guide daily operations and problem solving, and interface with department supervisors and the President's Administrative Cabinet on policy development and implementation.

3. Assist supervisors with the annual budget building process and contract negotiations.

4. Monitor the financial statements of departments generating income.

5. Interface with university providers to monitor property and casualty insurance, automobile insurance, and student health/accident insurance renewals.

6. Oversee group travel programs.

7. Work to resolve issues and claims.

8. Provide budgetary analysis, and assist in developing the annual operating budget, the annual report to the President, and other financial reports as requested.


10. Assist in preparing, evaluating, negotiating bids and awarding the same. Negotiate for the best long-term financing.

11. Chair the Physical Arrangements Subcommittee of the Commencement Committee, serve on the Bloodborne Pathogens Committee, Food Committee, and Calendar and Program Committee.
1.5.8.2 Director of Human Resources

The Director of Human Resources is appointed by and reports to the Vice President for Finance and Treasurer. The Director of Human Resources has primary responsibilities in human resources including employment, benefits, risk management, staff development, legal requirements, and policy coordination.

Duties and Responsibilities

Subject to the hierarchical superintendence and the right of preemption of the other administrative officers, the Director of Human Resources shall perform the following functions, as well as others that may be assigned by the Vice President for Finance and Treasurer.

1. Recruit, interview, and hire new staff employees.
2. Update annually staff position descriptions and coordinate annual staff performance assessment.
3. Coordinate compensation policies.
4. Administer the benefits programs including health and prescription plans, life insurance, retirement plans, vacation and sick days, process benefit invoices, and issue payments.
5. Assess staff development and training needs, design programs with the Staff Council, recommend programs to the President’s Administrative Cabinet, and coordinate training programs.
6. Maintain, analyze, and communicate records required by law. Implement legal and legislative human resources changes, and consult with legal counsel to ensure that policies comply with federal and state laws.
7. Present human resource policies and practices to the President’s Administrative Cabinet. Continuously administer, review, and evaluate human resource policies.
8. Coordinate general staff meetings. Serve as advisor for Staff Council, Summer Picnic Committee, and Faculty/Staff Back to School Dinner.

1.5.9 Vice President for University Advancement

The Vice President for University Advancement is appointed by the Board of Trustees upon recommendation of the President. The Vice President for University Advancement is responsible to the President.

Duties and Responsibilities

Subject to the superintendence and right of preemption of the President, the Vice President for University Advancement shall perform the following functions as well as others that may be assigned by the President.

1. Manage all fund raising and advancement activities including capital and endowment development, annual and corporate giving, university relations, and alumni relations.
2. Serve as the Executive Director for the MVNU Foundation.
3. Serve as the coordinator for campus-wide marketing of the University.
4. Direct the development and fund raising activities of the University, including solicitations for the annual fund, gifts to operations, endowment funds, and other capital needs as well as advancement services (donor research, cultivation and acknowledgements).

5. Develop an effective organization and fund raising strategy, including annual and long term goals and projection related to the financial and image development of the University and to the financial goals of the University.

6. Coordinate and participate in the identification and solicitation of major gifts prospects by working with donors and potential donors, constituents and philanthropic leaders.

7. Develop and maintain a schedule or program of special events on and off campus designed to enhance the image of the University, build donor support and serve constituents.

8. Oversee, with the Director of Alumni Relations, programs and activities to ensure strong alumni relations with the University, including an annual program of events and the maintenance of information and communications systems for alumni.

9. Oversee strategies and activities for public and external affairs, including university publications, media relations and media advertising.

10. Facilitate, coordinate, and supervise, in conjunction with senior administrators, the development and implementation of the University’s annual marketing and communications plans, including all campus publications, advertising and the University web site.

11. Supervise and coordinate all marketing and public relations programs on and off campus (e.g., lay retreats, General Assembly, President’s Community Council, etc.).

12. Promote and foster Board of Trustees involvement in fund raising including identifying prospects, introducing individuals to the University, and cultivating and stewarding donors.

13. Supervise the preparation and disbursement of annual budgets related to the division.

14. Prepare and present an annual divisional report to the President and the Development Committee of the Board of Trustees.

15. Serve as a member of the President’s Administrative Cabinet.

1.5.9.1 Director of Advancement Services

The Director of Advancement Services is appointed by and reports to the Vice President for University Advancement. The Director of Advancement Services has primary responsibilities in managing donor accounts, conducting prospect research, writing development materials, and managing estate-planning services.

Duties and Responsibilities

Subject to the hierarchical superintendence and the right of preemption of the other administrative officers, the Director of Advancement Services shall perform the following functions, as well as others, which may be assigned by the Vice President for University Advancement.
1. Oversee the maintenance of donor records and issuance of gift receipts.

2. Develop stewardship programs, including “thank you” letters, endowed scholarship stewardship program, a systematic telephone campaign, and special reports.

3. Oversee the contact management of current and prospective donors (individuals, foundations, and corporations) by directing a prospect management system.

4. Manage database maintenance within the mainframe computer and development software environments.

5. Write fund raising appeals, stewardship materials, and proposals as directed by the Vice President for University Advancement.

6. Direct the administrative computing staff in creating and modifying reports.

7. Conduct research on prospective funding sources.

8. Assist in developing fund raising strategies.

9. Supervise personnel in the Advancement Services office.

10. Supervise the Advancement Services Office budget.

11. Assist with divisional projects and special events as needed.

1.5.9.2 Director of Alumni Relations

The Director of Alumni Relations is appointed by and reports to the Vice President for University Advancement. The Director of Alumni Relations has primary responsibilities in the formation of programs and policies related to the University’s overall alumni and advancement communication program.

Duties and Responsibilities

Subject to the hierarchical superintendence and the right of preemption of the other administrative officers, the Director of Alumni Relations shall perform the following functions, as well as others that may be assigned by the Vice President for University Advancement.

1. Serve as the principal liaison between the University, its alumni, and the Alumni Council to develop and implement initiatives through which alumni can assist the University in achieving institutional goals.

2. Provide management oversight to all alumni programs and activities.

3. Establish departmental objectives and work plans, and manage the fiscal and human resources, including the identification, recruitment, and training of volunteers necessary to achieve those objectives.

4. Coordinate the management of alumni groups, maintain and administer comprehensive alumni records, and assist the Director of Communications with preparing and distributing alumni news.

5. Travel away from campus to meet with alumni, organize alumni gatherings, and involve alumni and friends of the University in on-campus and off-campus activities.

1.5.9.3 Director of Annual Giving

The Director of Annual Giving is appointed by and reports to the Vice President for University Advancement. The Director of Annual Giving has primary responsibilities for the organization, planning, and management of the University’s program to secure annual gifts from alumni, parents, and friends in support of the University scholarships fund and operating budget.

Duties and Responsibilities

Subject to the hierarchical superintendence and the right of preemption of the other administrative officers, the Director of Annual Giving is responsible to develop and maintain relationships with existing and potential donors. The Director of Annual Giving shall perform the following functions, as well as others, which may be assigned by the Vice President for University Advancement.

1. Create and execute a strategic plan for increased annual giving from alumni, parents, and friends of the University.

2. Plan and supervise the University’s mail and telephone annual giving drive, including identifying and involving volunteers to achieve annual giving goals in dollars and participation.

3. In cooperation with the division personnel, cultivate, solicit, and provide stewardship services to top prospects for annual funds and capital fund projects.

4. Prepare and present an annual departmental report to the Vice President for University Advancement.

1.5.9.4 Director of Communications

The Director of Communications is appointed by and reports to the Vice President for University Advancement. The Director of Communications has primary responsibilities for implementing an integrated program of university communications and public relations including public and external relations, government and community relations, media relations, campus communications, publications, and marketing research.

Duties and Responsibilities

Subject to the hierarchical superintendence and the right of preemption of the other administrative officers, the Director of Communications shall perform the following functions, as well as others, which may be assigned by the Vice President for University Advancement.

1. Supervise the Communications office.

2. Supervise the budget for communications.

3. Communicate with media concerning all press releases that come from Mount Vernon Nazarene University.

4. Serve as media liaison in the event of a campus crisis.
5. Supervise the publication of the Mount Vernon Now.

6. Be directly involved in creating brochures and other publications related to institutional advancement efforts.

7. Contribute to and continually update the web pages assigned to the Communications office.

1.5.9.5 Director of Special Events

The Director of Special Events is appointed by and reports to the Vice President for University Advancement. The Director of Special Events is responsible to develop and maintain an ongoing program of special events, which strengthens and supports the mission of Mount Vernon Nazarene University. The Director of Special Events works with staff throughout the division and volunteers to create high visibility events designed to enhance the University’s fund-raising and friend raising programs. The overarching responsibility is to expand opportunities for constituents to become involved in the life and ministry of the University.

Duties and Responsibilities

Subject to the hierarchical superintendence and the right of preemption of the other administrative officers, the Director of Special Events shall perform the following functions, as well as others, which may be assigned by the Vice President for University Advancement.

1. Serve as a primary resource for all program areas in institutional advancement in the planning and executing of divisional special events.

2. Develop and maintain a program of special events designed to enhance the image of the University, build donor support, and serve constituents.

3. Establish, in conjunction with program directors, budgets, goals, and objectives for all divisional events.

4. Provide event leadership and logistical support for all divisional events including post-event evaluation and follow-up.

5. Maintain close, positive working relationships with donors, faculty, staff, campus and outside donors.

6. Prepare and present an annual report to the Vice President for University Advancement.

7. Oversee the activities and responsibilities of the Assistant for Special Events.

1.5.9.6 Executive Director of Development

The Executive Director of Development is appointed by and reports to the Vice President for University Advancement, and works closely with all members of the university advancement staff in planning and executing the University’s fund raising program.

Duties and Responsibilities

Subject to the hierarchical superintendence and the right of preemption of the other administrative officers, the Executive Director of Development’s primary responsibilities include the direct involvement in the identification, cultivation, and solicitation of corporations, foundations, and other major gift prospects, and the establishment and implementation of the
goals, policies, and procedures related to the University’s fund raising program. The Executive Director shall perform the following functions, as well as others, which may be assigned by the Vice President for University Advancement.

1. Plan, prioritize, implement, and bring to a successful conclusion comprehensive, specific and annual ongoing fund-raising programs with the cooperation of the President and Vice President for University Advancement.

2. Arrange personal cultivation and solicitation calls with alumni, parents and friends of the University deemed major gift prospects.

3. Arrange personal meetings with appropriate contacts at foundations and corporations deemed major gift prospects.

4. Supervise the identification, cultivation, and solicitation of major gift prospects.

5. Oversee development of segmented direct mail materials and other interpretive materials for use with prospective donors.

6. Provide leadership and professional development opportunities for professional and support staff.

7. Increase faculty awareness of funding opportunities that exist at charitable foundations.

8. Work closely with the Director of Annual Giving in the identification and cultivation of annual giving prospects.

9. Work close with the part-time development officers on assigned goals.

10. Assist in the development and implementation of sophisticated strategies for the successful solicitations of planned gifts.

11. Prepare and submit budget requests on an annual basis or as requested.
1.6 Internal Governance

1.6.1 Administrative Committees

1.6.1.1 Budget Planning Committee

Membership

Vice President for Finance and Treasurer, chairperson; President, Vice President for Academic Affairs, Vice President for University Advancement, Vice President for University Relations, Vice President for Graduate and Adult Studies.

Duties and Responsibilities

The Bylaws of the University require that the President and the Vice President for Finance and Treasurer prepare an annual operational budget to be submitted to the Finance Committee of the Board of Trustees for review. It is then presented to the entire Board for approval. The budget is considered in the March meeting of the Finance Committee with Board action at their meeting which follows immediately. In the event that enrollment or other considerations alter the expected income, the entire budget is subject to additional review and revision following the opening of classes in the fall.

In December, the Budget Planning Committee will meet to review the budget parameters adopted by the Board of Trustees in November. Subsequently, the Vice President for Academic Affairs shall request each academic school dean to prepare a proposed budget for the coming fiscal year. These requests shall be submitted to the Vice President for Academic Affairs and to the Vice President for Finance and Treasurer. The Vice President for Academic Affairs and Vice President for Finance and Treasurer will meet with school deans as necessary to guide final allocations. These allocations are made within guidelines set by the Budget Planning Committee. This basic process is followed by the Vice President for Finance and Treasurer in securing administrative division budget allocation recommendations from the senior administrators of the Divisions of University Advancement, Enrollment Services and Student Development, as well as the Division of Finance and Management and the Office of the President. The asking budget for each division is then coordinated by the Vice President for Finance and Treasurer for the Budget Planning Committee to review and revise, as necessary. The total Budget Planning Committee recommendation is then reviewed by the President. The entire University budget recommended, as approved by the President, is submitted to the Board of Trustees through channels as outlined above.

Following approval of the University budget by the Board of Trustees, the administrative divisions are notified of the total amount allocated for the divisions. This becomes the operating budget for the next fiscal year. Monthly reports are issued by the Vice President for Finance and Treasurer to senior administrators and academic school deans regarding their particular school budget standing. It is required that all operating units operate within budget restraints. Even though particular items may be included in the total budget adopted by the Board of Trustees, all purchase orders for these items must be submitted to the Vice President for Finance and Treasurer for approval. Timing or other considerations may delay immediate approval of the purchase order request.

Should enrollment or other considerations alter expected income, the entire budget, or parts thereof, is subject to revision following a review of fall enrollment.
1.6.1.2 Faculty Contract Review Committee

The Faculty Contract Review Committee is composed of the Vice President for Academic Affairs, Associate Vice President for Academic Administration, the dean of the faculty member’s school and the faculty member’s department chair. In addition, the Associate Vice President for Adult and Graduate Studies may also be on the review committee if a faculty member has part or all of his/her assignment in the Adult and Graduate Studies program.

Duties and Responsibilities

This committee shall review all faculty members submitted by the Vice President for Academic Affairs, who are in their fifth academic year of full-time teaching at Mount Vernon Nazarene University, to determine those who shall be recommended for extended contract status.

All written and verbal deliberations of the committee shall be maintained in confidence.

1.6.1.3 President’s Administrative Cabinet

The President’s Administrative Cabinet is composed of the President, the six Vice Presidents and the Director of Institutional Research and Compliance. It deals with day-to-day issues, particularly matters of operations and procedures. It also acts as the sounding board for other areas. The Cabinet serves as the crisis management team, when necessary. The Cabinet handles problems developing in the five administrative divisions of the University: Academic Affairs, Finance and Management, University Advancement, Enrollment Services and Student Development, and Campus Ministries. It also relates to the spiritual life of the campus family and to church/university relations. The Cabinet may generate recommendations to the Board of Trustees or Undergraduate/Graduate Academic Councils. Cabinet meetings provide a time of sharing, keeping members informed, policy making, and decision-making within parameters established by the Board of Trustees. The Cabinet meets regularly according to a semester calendar or by the President’s permission in the President’s absence.

1.6.1.4 President’s Advisory Council

The President’s Advisory Council is composed of the President who serves as chairperson of the Council, a faculty member elected by the faculty, a staff member elected by the full-time staff, the Student Government Association president, and a student elected by the Student Government Association.

The Council meets on call of the chairperson, but no less than once a semester. The Council is not a decision-making body, but advisory in nature, and can make recommendations to the various decision making committees, including the President’s Administrative Cabinet. The Council serves as the communication link between the various groups on campus and the President on issues related to administrative concerns, policies, procedures or personnel.

The President’s Advisory Council discusses matters at the request of the President regarding general administration, organization or committee changes, university calendar, convocations and other matters that the President refers to it. Agenda items can also be referred to the Council in advance of the meetings through the elected representatives.
1.6.1.5 Strategic Planning, Advisory and Review Committee

The Committee is advisory to the President. It does not initiate policy, but its basic function is to monitor the planning process and update the five-year growth plan.

Membership

President, chairperson; two members of the Cabinet appointed by the President, the Director of Institutional Research and Compliance, a district superintendent, pastor and layman appointed by the President, the Student Government Association President, a staff member appointed by the Vice President for Finance and Treasurer, a faculty member appointed by the Vice President for Academic Affairs, and an alumnus appointed by the Vice President for University Advancement.

Duties and Responsibilities

1. Assist with identification of University goals and objectives.
2. Assist with translating broad University goals into specific objectives.
3. Initiate and receive suggestions for specific programs to implement objectives. Develop alternate plans for implementing objectives.
4. Assist in identifying parameters and guidelines for various planning groups within the University so that they can operate effectively.
5. Identify types and forms of data needed to support decision-making.
6. Develop a management information system as part of the planning process.
7. Update annually the five-year institutional strategic growth plan. A ten-year span should be kept in mind. Looking five years into the past and five years into the future provides a historical base and realistic target for planning.

1.6.2 The Faculty

Faculty duties and responsibilities are described in section 2.12.2

The Faculty of Mount Vernon Nazarene University will meet in one or more regular sessions preceding the opening of each academic year and once each month during the year, at the day and hour announced by the President or agreed upon by the faculty. Other meetings may be held on the call of the President or the Vice President for Academic Affairs provided notice is given to the faculty and the purpose of the meeting is stated in the notice. The President normally presides at these meetings. The Vice President for Academic Affairs will preside in his absence and at other designated times at the request of the President.

The full-time faculty as defined in section 2.1.1 shall have voting rights at faculty meetings. Other teaching staff and major administrative officers are invited to attend faculty meetings and have the privilege of the floor, but may not vote.

Normally, attendance at faculty meetings is limited to the persons listed in the two groups outlined above. Special guests, such as visiting colleagues and dignitaries may be invited by the President of the University, or the Vice President for Academic Affairs. On the occasion of meetings devoted to more general discussions, other interested individuals may be invited at the pleasure of the Faculty.
1.6.2.1 The Secretary of the Faculty

**Duties and Responsibilities**

The Secretary of the Faculty shall be the administrative assistant to the Vice President for Academic Affairs. The secretary’s duties include:

1. Keeping accurate and full minutes of each faculty meeting.
2. Preparing and maintaining the official book of minutes of faculty meetings.
3. Duplicating and distributing minutes of the meetings to the faculty members.
4. Preparing of ballots required for faculty voting.
5. Distributing, collecting and recording results of ballots cast by faculty members.
6. Transmitting greetings or other official faculty communications as directed by the Faculty.
7. Filing one copy of the faculty minutes in the Office of the Vice President for Academic Affairs and the Office of Academic Records and Registration, the official depository for all committee records.

1.6.3 Standing Committees of the Faculty

1.6.3.1 General Provisions

The committee structure of Mount Vernon Nazarene University is recognized as an administrative device for carrying out the program of the University and for accomplishing its educational objectives. Committee responsibilities are delegated responsibilities and the function of the committee is advisory, for the final authority and responsibility for the program of the University rests with the President.

The Vice President for Academic Affairs is an ex-officio member of all standing faculty committees.

1.6.3.2 Organization of Committees

1. Membership of committees shall consist of those who hold their places by virtue of office and/or their relationship to the task. The Faculty shall elect a second group of members. Student representation shall be selected as described by each committee.

2. The President is an ex officio member of all committees. (Ex officio members are considered full members of all committees and have voting privileges unless stated otherwise.)

3. Each committee shall describe its committee composition.

4. Committee member elections are held in May of the preceding academic year.

5. Presidential appointments to committees normally follow the May elections.
6. Students are selected to the committees by the following schedule:
   a. The Student Government Association elects student representatives in May immediately after the council is elected for the next school year.
   b. The Committee elects its student representatives at the first meeting of the committee for the new school year.

7. Unless otherwise provided, Committee personnel terms of service shall expire at the end of a fiscal year or when a successor is elected/appointed and qualified.

8. The Faculty shall determine the procedure for nomination and election of faculty members to committees.

9. Elected faculty members may succeed themselves.

10. Vacancies occurring in the elected membership (during the academic year) will be filled by presidential appointment.

11. Standing committees meet monthly at the call of the chairperson to discharge the responsibilities assigned to them. They are to make recommendations to the Faculty and have power to act only in specific instances where it is so authorized.

12. All faculty committees should organize immediately after the beginning of the fall term. The first person listed in the membership roster is the chairperson. A permanent secretary must be selected who shall keep a permanent record of all meetings and file copies with supporting documents in the Office of the Vice President for Academic Affairs and the Office of Academic Records and Registration.

13. The Office of Academic Records and Registration shall be the official depository of all committee records.

14. Unless otherwise provided, committees shall operate in accordance with procedures approved by the President.

1.6.3.3 Committee Composition and Responsibilities

1.6.3.1 Academic Standards Committee

Membership

The University Registrar, who shall serve as chairperson, Dean of Enrollment Services, Academic Records Coordinator from Adult and Graduate Studies, and one faculty member appointed by the Vice President for Academic Affairs from each School. The Committee shall elect one student from nominees submitted by the Student Government Association.

Duties and Responsibilities

The Committee will review and rule on variances from Catalog degree requirements, including individual student petitions related to:

1. Academic program alterations involving general education, majors, and minors.

2. Course substitutions for Catalog requirements for graduation.

3. Approval of minors not offered by the University.

4. Relief from the forty (40) upper division hours requirement.
Policy recommendations of this committee are subject to review and approval by the Undergraduate Academic Council.

1.6.3.3.2 Admissions Committee

Membership

Vice President for University Relations, who shall serve as chairperson, Associate Vice President for Academic Administration, Dean of Enrollment Services, Dean of Student Development, University Registrar, Director of Academic Support, Director of Admissions and Student Recruitment, Director of Multicultural Affairs, two faculty members elected annually by the Faculty, and Applications Coordinator (a non-voting member).

Duties and Responsibilities

1. Review applications from individuals who may not meet minimum academic requirements for acceptance as established by the Undergraduate Academic Council.

2. Review applications from individuals who have a history of criminal conviction or other situations that may compromise the lifestyle guidelines of the University.

3. Rule on applications by denying, deferring or accepting the applications with academic and/or social conditions.

4. Stipulate the conditions for provisional acceptance, including, not limited to, personal interviews, regularly scheduled tutoring and counseling sessions, academic support, limited course load, or academic probation.

5. Keep permanent records of all committee transactions and file one copy in the University Registrar’s Office.

1.6.3.3.3 Adult and Graduate Studies Advisory Council

Membership

The members include the Associate Vice President for Adult and Graduate Studies, who shall serve as chair, the President is ex-officio, Vice President for Academic Affairs, Vice President for Finance and Treasurer, Vice President for University Relations, Executive Director of Marketing, Director of Academic Services for Adult and Graduate Studies) Executive Director for Adult and Graduate Studies Services, Director of Recruitment for Adult and Graduate Studies, Bachelor of Business Administration Department chair, coordinators of the graduate programs, and the dean of the School of Business.

Duties and Responsibilities

The Council is advisory to the Adult and Graduate Studies. The Council does not initiate policy, but monitors the functions of the Adult and Graduate Studies Programs. These functions include, but are not limited to, marketing, recruiting, enrollment and student services, retention, program develop and expansion and budget. The duties include:

1. Review and advise on marketing, recruiting policies, and Adult and Graduate Studies operations.

2. Make periodic evaluations and recommendations on student services and retention programs.
3. Provide input on program development and enhancement within Adult and Graduate Studies.

4. Monitor budgets within Adult and Graduate Studies.

1.6.3.3.4 Advisory Committee on Student-sponsored Concert Programs

**Membership**

Concert Coordinator, who shall serve as chairperson, SGA Concert Chairperson, who shall serve as secretary, Director of Campus Community Life and Intramurals, SGA Vice President for Social Life, two faculty and/or staff members appointed by the Vice President for University Relations.

**Duties and Responsibilities**

1. Review the plans of the Concert Coordinator and SGA Concert Chairperson to insure a balanced, full range of quality Christian concert programming.

2. Evaluate concert artist materials and insure a proper fit between the University mission and the student-sponsored concerts.

3. Provide an end-of-the-year evaluation and planning session for the Concert Coordinator and SGA Concert Chairperson.

1.6.3.3.5 Art Gallery Committee

**Mission**

The Art Gallery was established as a means by which viewers could be educated through the medium of visual arts. Therefore, the University strives to bring to the campus a variety of exhibits that both enhance and affirm our commitment to a Christian liberal arts curriculum. Within the bounds of good taste as defined by Christian values, exhibits are carefully selected with the objective of educating and stimulating the eyes through art. It is desired that the hearts and minds of viewers might be extended beyond their current powers of observation as they enter into the world of the artist and his/her passion for creativity.

**Membership**

The President shall appoint the Art Gallery Director as the chairperson for the Art Gallery Committee. The President in consultation with the Vice President for Academic Affairs will appoint six (6) faculty to the Committee. The term of appointment is two (2) years.

**Duties and Responsibilities**

The committee will have the authority, within budgetary constraints, to plan and contract for exhibits for one year in advance and the responsibility for implementing events contracted by the committee of the previous year. Regular consultation with the President and Vice President for Academic Affairs is required.
1.6.3.3.6 Assessment Committee

Membership

The Director of Assessment, who shall chair the committee, two faculty members elected by each of the schools, the Director of Institutional Research and Compliance, the Associate Vice President for Adult and Graduate Studies, a Coordinator (or designee) from each graduate program and two students - the junior class president and the Student Government Association Vice President for Finance. The Vice President for Academic Affairs is an ex-officio member of the committee.

Duties and Responsibilities

1. Link student learning outcomes to the University's mission, goals and objectives.
2. Establish a timetable for administering the assessment instruments selected by the committee, and work to publicize these dates.
3. Approve methods of assessing student learning outcomes as proposed by departments.
4. Review the results of all assessment instruments administered to students, and provide an analysis of the results with appropriate recommendations to departments and the General Education Committee.
5. Develop a plan for educating and informing faculty, administration, and students of the purposes and outcomes of student assessment.
7. Periodically evaluate the effectiveness of the learning outcomes assessment program.

1.6.3.3.7 Athletic Committee

Membership

The President appoints one faculty member as the Faculty Athletic Representative to serve as chairperson. Others include the Vice President for University Relations (or designee), Title IX Coordinator, Director of Intercollegiate Athletics, one coach (if the Director of Intercollegiate Athletics is male, the other coach will be female or vice versa), Dean of Enrollment Services, Dean of Student Development, a representative of the Academic Records and Registration Office appointed by the Vice President for University Relations, five faculty members appointed by the Vice President for University Relations (one from each school: Arts and Humanities, Business; Education and Professional Studies [this representative cannot be a member of coaching staff]; Natural and Social Sciences; Theology and Philosophy), two students (one male and one female) with one selected by Student Government Association and one selected by the Intramural Council.

Duties and Responsibilities

1. Coordinate athletics with the total program of the University.
2. Set guidelines for the number and extent of the intercollegiate athletic programs the University can adequately maintain within the framework of the institutional objectives.
3. Review the annual budget for intercollegiate athletics.
4. Supervise the various means of raising revenue by intercollegiate athletics.

5. Endeavor to assure proper balance in programs for men and women.

6. Study the facilities needed to sustain a balanced athletic program.

7. Make periodic evaluation of the intercollegiate athletic program.

8. Make recommendations concerning athletic conference affiliations.

9. Approve all athletic schedules (including regular season games, post season games, and off educational zone games).

1.6.3.3.8 Calendar and Program Committee

Membership

Director of Campus Community Life, who shall serve as chairperson, Vice President for Academic Affairs, Associate Vice President for Academic Administration, Associate Vice President for Adult and Graduate Studies, a representative from the President’s office designated by the President, a representative from the Church Relations Office designated by Director of Church Relations, Director of Alumni Relations/Annual Funds, Chaplain and Vice President for Campus Ministries, Director of Intercollegiate Athletics, Director of Admissions, Dean of Enrollment Services, Dean of the School of Arts and Humanities, Director of Food Service, Drama Club advisor, Lecture Artist Committee chairperson, Director of Business Services, SGA President, SGA Vice President for Academic Life, SGA Vice President for Christian Life, SGA Vice President for Community Life, SGA Vice President of Social Life, SGA Weekend Event chairperson, Living Witness president, and Mandate president.

Duties and Responsibilities

1. Compose the annual activity calendar for the University.

2. Serve as a clearinghouse for events on the University’s activity calendar.

3. Submit the University calendar to the President’s Administrative Cabinet for review and approval.

1.6.3.3.9 Campus Life Council

Executive Committee Membership

Dean of Student Development, who shall serve as chairperson, Director of Admissions, one faculty member appointed by the Vice President for University Relations, and one representative from the Financial Aid Office appointed by the Vice President for University Relations.

Duties and Responsibilities

1. Act on the behalf of the full Campus Life Council in matters deemed expedient by the Vice President for University Relations.
Committee Membership

Dean of Student Development, who shall serve as chairperson, Associate Vice President for Academic Administration, Chaplain and Vice President for Campus Ministries, Director of Admissions, Director of Campus Community Life, Director of Counseling and Wellness, Director of Safety and Security, one faculty member appointed by the Vice President for University Relations, two Resident Directors appointed by the Vice President for University Relations, one representative from the Financial Aid Office appointed by the Vice President for University Relations, SGA Vice President for Christian Life, SGA Vice President for Community Life, and SGA Commuter Chairperson.

Duties and Responsibilities

1. Serve in a decision-making capacity for Student Development.

2. Formulate policy concerning student activities, student organizations, cultural development, chapel attendance, Judicial Council procedures, and general student welfare.

3. Submit recommendations for policy changes to the President’s Administrative Cabinet for review and approval.

1.6.3.10 Commencement Committee

Membership

The Vice President for Academic Affairs serves as chairperson for the Committee; the President is an ex officio member. Other members include: members of the President’s Administrative Cabinet, Associate Vice President for Academic Administration, faculty marshals, department chair of the Music Department, graduate program coordinators, Associate Vice President for Adult and Graduate Studies, University Registrar, the Adult and Graduate Studies registration assistant, Senior Class advisor, Director of Special Events, Student Government Association President, President of the Senior Class, and other divisional staff as appointed.

Duties and Responsibilities

Working through subcommittees, the Commencement Committee is responsible for all facets of the commencement weekend calendar of activities. The duties through collaboration and coordination include:

1. In consultation with the President and the Director of the Collegians Chorale, develop the baccalaureate service program and arrange for its publication.

2. In consultation with the President, develop the programs for the commencement services and arrange for their publication.

3. Prepare the weekend activity calendar and communicate such to the respective constituencies.

4. Prepare the lines of march in accord with local traditions and protocols and communicate those with respective participating groups.

5. Prepare the campus facilities for the commencement weekend activities, insuring that the facilities and technology are in top operational condition.
6. Arrange for the various events and oversee the invitation and welcome of the special guests to the campus.

7. Arrange for and train campus personnel for ushering, escorting, and guaranteeing the health and safety of campus guests.

8. Organize and provide for the orderly and safe movement of pedestrians and vehicular traffic around the campus.

Compliance Advisory Council (CAC) Mission Statement:

The Compliance Advisory Council provides campus-wide representation for the various MVNU areas of compliance oversight. Members of the CAC will help the MVNU Compliance Officer to identify compliance issues, serve as a sounding board and strategy group to address compliance requirements, develop and recommend for Cabinet consideration policies and procedures that enhance MVNU compliance and proactively address potential areas of institutional liability, provide recommendations regarding education/training of faculty and staff about relevant compliance issues, assist with the implementation of new compliance policies and procedures, and perform periodic institutional compliance audits.

Committee Members and MVNU Job Titles:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margie Bennett, Chair</td>
<td>Director, Institutional Research and Compliance</td>
</tr>
<tr>
<td>Shirley Clapper</td>
<td>Controller</td>
</tr>
<tr>
<td>Carrie Crouch</td>
<td>Director of Communications</td>
</tr>
<tr>
<td>Karen Doenges</td>
<td>Assistant VP for Academic Affairs</td>
</tr>
<tr>
<td>Steve Doenges</td>
<td>Director of Administrative Computing</td>
</tr>
<tr>
<td>Sandy Helman</td>
<td>University Advancement Division Manager</td>
</tr>
<tr>
<td>Frank Johnson</td>
<td>Associate Vice President for Adult &amp; Graduate Studies</td>
</tr>
<tr>
<td>David Leedy</td>
<td>Disabilities Services Coordinator</td>
</tr>
<tr>
<td>Tim Myatt</td>
<td>Director of Network Computing</td>
</tr>
<tr>
<td>Joe Noonen</td>
<td>Assistant to the Chaplain for Missions and Ministry Opportunities</td>
</tr>
<tr>
<td>Patrick Rhoton</td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td>Michelle Saigh</td>
<td>Director of Student Financial Planning</td>
</tr>
<tr>
<td>Mel Severns</td>
<td>Director of Academic Records and Registration</td>
</tr>
<tr>
<td>Alan Shaffer</td>
<td>Director of Business Services</td>
</tr>
<tr>
<td>Denny Taylor</td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td>Lee Yowell</td>
<td>Associate Dean of Student Development</td>
</tr>
<tr>
<td>Kim Rose</td>
<td>School Attorney</td>
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</tbody>
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1.6.3.3.11 Environmental Stewardship Committee

Mission

The purpose of the Environmental Stewardship Committee is to promote the care and celebration of the Creation. In the Mount Vernon Nazarene University community, earth keeping must be viewed both as an opportunity and an obligation. Environmental stewardship must have high priority in the University structure in order to provide a model of Christian responsibility.

Membership

The membership shall include the Coordinator of the Environmental Studies program, the Superintendent of Facilities Management (or a designee), two faculty members elected by the Faculty at large (two year terms on an alternating basis), and the Biology Club President. The
chairperson shall be appointed by the Vice President for Academic Affairs. The Environmental Stewardship Committee reports to the Vice President for Academic Affairs.

Duties and Responsibilities

1. Encourage the care and celebration of the Creation and the worship of the Creator.

2. Initiate, implement, and encourage campus-wide educational activities that create an awareness of environmental stewardship issues and concerns.

3. Communicate and collaborate with other committees and organizations in relationship to stewardship issues.

4. Promote restoration and reclamation activities on campus and in the community.

1.6.3.3.12 Executive Marketing Council

Membership

The President, in consultation with the Vice President for University Advancement, appoints six (6) to ten (10) members to the Executive Marketing Council. The Executive Director of Marketing functions as the chairperson of the council. The purpose of the council is to advise the President’s Administrative Cabinet on matters related to marketing resource allocation and implementation.

Requirements for membership on the Executive Marketing Council are:

1. Knowledge and understanding of marketing and its academic and/or administrative application.

2. Familiarity with the overall budget process of the University.

3. Institution-wide view.

4. Clear understanding of the University’s mission.

5. Specific knowledge of areas represented by Administrative Cabinet members.

Duties and Responsibilities

The Council shall make studies, develop policies, and make recommendations on strategic marketing planning, including:

1. Encourage the development of marketing plans at each of the functional levels of the University.

2. Advise on the integration of the functional level marketing plans into a comprehensive University-wide marketing plan.

3. Coordinate the requests and needs for marketing applications for the purpose of maximizing the use of such applications campus-wide.

4. Develop and recommend policies that facilitate the planning and coordination of marketing programs.

5. Develop and recommend revision of the organizational structure for managing strategic marketing plans.
1.6.3.3.13 Faculty Activity Committee

Membership

The membership shall include four faculty members elected by the faculty at large. Members serve two-year terms, and two are elected annually. The committee reports to the Vice President for Academic Affairs, whom appoints the chairperson from those elected by the Faculty.

Duties and Responsibilities

1. Plan, organize, direct, and review the annual faculty retreat.

2. Administer the selection and delivery of an appropriate Christmas gift from the Faculty to a person, couple, or family in need.

1.6.3.3.14 Faculty Chapel Committee

Membership

The Faculty Chapel Committee is chaired by the Chaplain and Vice President for Campus Ministries and includes the Assistant to the Chaplain for Worship Ministries, the Student Government Association Vice President for Christian Life and two elected representatives from each of the schools.
Duties and Responsibilities

1. The Chapel Committee reviews and recommends policies, programs and procedures for all of the University’s chapels and chapel lecture series.

1.6.3.3.15 Faculty Development Committee

Mission

Essential to the success of a vibrant learning community is the continuing development of its teaching faculty. Thus, the mission of the Faculty Development Committee is to serve as the proactive voice of faculty regarding opportunities for professional, organizational, and personal growth. This mission is to be carried out in a spirit that affirms both the harmony and diversity of faculty, the expertise and talents of faculty, the integrity of faculty, and the commitments to seek truth in a distinctively Christian liberal arts learning community.

Goals

The Faculty Development Committee seeks to:

1. Provide on-campus professional development opportunities for faculty.
2. Encourage and support sabbatical leave opportunities for faculty.
3. Promote and support the process of faith and learning integration among faculty.
4. Promote individual professional development of faculty.
5. Facilitate a supportive mentoring program to assist new faculty in their transition into Mount Vernon Nazarene University.
6. Implement and monitor a faculty assessment procedure that recognizes and values diversity of style and role among faculty.
7. Facilitate positive and adaptive organizational change and development.
8. Work cooperatively with the Staff Council, the Student Development unit, the Chaplain’s office, and other institutional divisions in promoting professional development.

Objectives

In consultation with the Vice President for Academic Affairs, the Faculty Development Committee is responsible for implementing, assessing the effectiveness of, and modifying, as necessary, the following programs:

1. The annual fall Faculty Institute.
2. The annual spring Faculty Development workshop(s).
3. Sabbatical leaves.
4. Faculty assessment.
5. Faculty mentoring.
6. Faculty mini-grants.
7. Faculty needs assessment.

**Activities**

Faculty development activities target the following domains:

1. Technology.
2. Teaching and classroom skills.
3. Relationships and communication.
4. Professional development.
5. Legal issues.
6. Integration of faith and learning.
7. Diversity.
8. Personal development.
9. Scholarship and research.
10. Organizational change and development.

**Membership**

This standing committee consists of one faculty member elected from each school, one faculty member elected from Adult and Graduate Studies and the Vice President for Academic Affairs, who is an ex officio member. Members are elected for two-year terms. Faculty from the Schools of Natural and Social Sciences and Theology and Philosophy will be elected on the even years. Faculty from the Schools of Arts and Humanities, Business, and Education and Professional Studies will be elected on the odd years. The Vice President for Academic Affairs annually appoints one school-elected faculty as chairperson. It is acceptable for any school and the Adult and Graduate Studies Programs to agree that a single faculty member may represent both interests.

**1.6.3.16 Faculty Evaluation Committee**

**Membership**

The Vice President for Academic Affairs will appoint a representative from each of the academic schools, and will designate one of the representatives as the chairperson. Members serve two-year terms.

Faculty from the Schools of Natural and Social Sciences and Theology and Philosophy are elected on the odd numbered years. Faculty from the Schools of Arts and Humanities, Business, and Education and Professional Studies are elected on the even numbered years.
Duties and Responsibilities

1. Examine faculty evaluation measures by other colleges and universities.

2. Review current assessments being conducted by Mount Vernon Nazarene University, including, but limited to the Student Instructional Report.

3. Focus of multiple measure of assessment.

4. Make recommendations for evaluation of faculty performance with considerations of budgetary and human resource constraints.

1.6.3.3.17 Faculty Rank Committee

Membership

The President, who shall serve as chairperson, Vice President for Academic Affairs, and four full-time faculty members elected by the Faculty, all of whom have professor rank. Election is for a two-year term with two members elected each year.

Duties and Responsibilities

Recommend to the President promotions in rank. Recommendations are to be based upon criteria set forth in the Faculty Handbook. The work product and deliberations of the Committee shall be maintained in confidence.

1.6.3.3.18 Food Service Committee

Membership

The Vice President for University Relations or a designee (who is a full-time employee of MVNU) appointed by the Vice President for University Relations, shall serve as chairperson, Food Services Director, who shall serve as facilitator, Vice President for Finance and Treasurer, one or two faculty appointed by the Vice President for University Relations, Director of Campus Community Life and Intramurals, SGA Vice President of Campus Life, SGA Vice President of Social Life, class presidents and vice presidents.

Duties and Responsibilities

1. Consider and recommend improvements in the University's food service.

2. Evaluate the food service program in order to assist the Food Services Director to meet the needs of the student body and the University.

3. Assist the Food Services Director to plan and implement "special" programs and emphases throughout the year.
1.6.3.3.19 General Education Committee

Membership

The Vice President for Academic Affairs shall serve as chairperson. Members include the Associate Vice President for Academic Administration and seven faculty. Faculty members are elected by the school for a two-year term with no more than four elected during any one year. One student representative is selected by the Student Government Association each year to serve on the committee.

Year 1:
- School of Business member
- Division of Literature, Language and Communication member
- Division of Religion and Philosophy member
- Division of Natural Sciences member

Year 2:
- Division of Education and Physical Education member
- Division of Fine Arts member
- Division of Social Sciences member

Duties and Responsibilities

Recommendations approved by the General Education Committee are referred to the Undergraduate Academic Council and the Faculty Assembly for deliberation. The Committee will oversee all phases of the General Education core, including the following:

1. Coordinate the activities and training of faculty teaching general education courses.
2. Coordinate and integrate courses approved for general education.
3. Review and approve all courses designated as fulfilling general education requirements.
4. Recommend to the Faculty through Undergraduate Academic Council modifications and changes in general education requirements.
5. Supervise and coordinate interdisciplinary courses, including Senior Colloquium.
6. Review and approve syllabi for general education courses that are taught in multiple sections to ensure uniformity of content.
7. Conduct studies on the effectiveness of the University’s general education experience.

1.6.3.3.20 Global Mission and Ministry Committee

Membership

The Global Mission and Ministry Committee is chaired by the Chaplain and Vice President for Campus Ministries, and includes the Director for Mission and Ministry Opportunities, Provost and Vice President for Academic Affairs, chairperson of the Study Abroad Committee, Student Government Association Vice President for Christian Life, a member of the Division of University Advancement, Director of Admissions, and other students, staff, and faculty as appointed by the Committee chairperson.
Duties and Responsibilities

1. Reviews all mission opportunities proposed by the Division of Campus Ministries.

2. Reviews all overseas trips with ministry components.

3. Encourages and initiates mission and ministry opportunities in new global areas.

4. Oversees, to the highest degree possible, the safety, training, and financial feasibility of each mission and ministry trip abroad sponsored by the University.

1.6.3.3.21 Graduate Council

Membership

The Graduate Council consists of the Associate Vice President for Adult and Graduate Studies, who shall serve as chairperson, Vice President for Academic Affairs, Vice President for University Relations, chairs of graduate departments, coordinators of graduate programs if the graduate program is not in a stand-alone department, deans from schools with graduate programs, one faculty member elected for a one year term by each school that has a graduate program, one faculty member elected at-large for a two year term by the Faculty, Director of the Library, Director of Assessment and Director of AGS Enrollment Management.

Duties and Responsibilities

Recommendations approved by the Graduate Council are referred to the Faculty Assembly for deliberation. The Graduate Council oversees all phases of academic policy and procedures related to graduate education, including the following:

1. Changes in degree requirements for current graduate programs.

2. Standards for admission to degree programs.

3. Curriculum, degree requirements and policies for new graduate programs.

4. Regular meetings of the Council and submitting minutes to the Council members and the Academic Affairs Office.

1.6.3.3.22 Honorary Degree Committee

General Principle

Mount Vernon Nazarene University is a liberal arts college with a distinctively Christian commitment, expressed in its motto “To seek to learn is to seek to serve.” As such, it chooses as its guiding principles for awarding honorary degrees the concept “Excellence in service.” “Excellence” expresses its academic commitment and “service” its Christian commitment. Those to be honored will be those who have used their learning and expertise in a life of service.

Membership

The Honorary Degree Committee shall be composed of seven members as follows: President, chairperson; Vice President for Academic Affairs; chairperson of the Faculty and Education Committee of the Board of Trustees; two members elected by the Faculty; and two members elected by the Board of Trustees as nominated by its Faculty and Education Committee. Terms are for two years, while one member being elected each year.
Procedure

Recommendations to the Board of Trustees for honorary degrees will require a two-thirds vote of the special Honorary Degree Committee and will be conveyed in writing. All letters of nomination should be submitted to the chairperson of the Honorary Degree Committee with all supporting documents as stated herein, at least one month prior to the spring meeting of the Board.

In order to certify quality, no more than two degrees will be given at any one commencement. No honorary degrees will be given in absentia.

Criteria

The candidate shall manifest intellectual and professional qualities in harmony with the academic purposes of a liberal arts college, and the moral and spiritual goals of the Christian church. The quality and length of service should be significant. The quality of service, a subjective category, shall be verified by two letters indicating the processional competence of the candidate and two additional letters indicating the nature and quality of service. The candidate should be given distinguished service to church, college or community. Candidates, who are members of the Faculty of Mount Vernon Nazarene University, should be at the close of their years of service with the University.

Merit Citation

There are other persons whom the University would like to honor, especially friends, alumni and faculty of the University, who have made significant discoveries, performed notable services or made a significant contribution to college, church or community. These will be recognized with merit citations to be awarded at a special convocation.

The recommendation for a Merit Citation shall be by letter. The letter must be submitted to the Honorary Degree Committee, at least one month prior to a meeting of the Board of Trustees.

1.6.3.23 Honors Program Committee

Membership

The Director of the Honors Program, who is recommended by the Vice President for Academic Affairs and appointed by the President, will serve as chairperson. Three faculty members are elected by Faculty for alternating three-year terms, and should represent three different departments. One student is elected annually by the Student Government Association from students enrolled in the Honors Programs.

Duties and Responsibilities

1. Design specific program materials, procedures and requirements within approved program guidelines.
2. Develop recruitment, admission, and orientation plans.
3. Organize co-curricular options to encourage student interaction.
4. Seek ways in which the Honors Program students can provide service to others on the campus and in the community.
5. Assign advisors for research and independent study projects.

7. Study the retention of students in the Honors Program, and recommend proposed solutions to appropriate committees or staff.

1.6.3.3.24 Intramural Athletics Committee

Membership

Director of Campus Community Life and Intramurals, who shall serve as chairperson, Director of Intramural Programs, Intramural Field Supervisor, SGA Intramural Chairperson, student intramural assistant, intramural aerobics instructor, AWR President, AMR President, two representatives from each class selected by the Director of Intramural Programs and the SGA Intramural Chairperson (no freshmen).

Duties and Responsibilities

1. Plan the calendar of activities and review the schedule of events.

2. Develop policy regarding eligibility, rules for contests, protest procedures, etc.

3. Formulate and implement a promotional plan for the intramural program.

4. Plan and issue awards for individual and team competitions.

1.6.3.3.25 Lecture-Artist Committee

Mission

The mission of the Lecture-Artist Series is to bring cultural enrichment to the students, faculty, staff, and the surrounding community of Mount Vernon Nazarene University in accordance with the University’s purpose as a Christian liberal arts institution. In order for students to develop the requisite care for such things as beautiful art or music, a graciously spoken word, a well-told narrative, a disciplined intellectual process in pursuit of truth, a dramatic portrayal, a political insight, etc., the University seeks to provide the opportunities for such exposure and cultural transformation in the public programs of the Lecture-Artist Series.

Goals

The Lecture-Artist Series seeks to:

1. Enrich the cultural appreciation of students, primarily, but also to promote it in faculty, staff and the broader Mount Vernon community.

2. Enhance the students’ and the community’s appreciation of any cultural Excellence through exposure to it in its various cultural expressions (intellectual, visual, dramatic, or musical arts).

3. Broaden the cultural horizons of the campus and the community without losing appreciation for the lasting values of the present range of cultural experience found among the students and community members.

4. Deepen the students’ and the community’s appreciation of cultural expressions in their relationship to the Christian world view.
Objectives

1. Implement an annual series of public programs (four to seven) for the promotion of the appreciation of cultural excellence in any of its cultural forms.

2. Create programs that give annual expression to the musical, dramatic, visual, and intellectual arts.

3. Develop programs that cross ethnic, racial, national, and gender lines in the attempt to promote appreciation for the breadth and excellence of cultural expression.

4. Implement programs that challenge the campus and community’s mindset on important social, political, religious, and other issues that encourage the appreciation for the pursuit of truth at the highest level.

5. Create programs that attempt to integrate intellectual and artistic cultural expressions with the Christian worldview.

Membership

President, Vice President for Academic Affairs, Chaplain and Vice President for Campus Ministries, one faculty member elected by and from each school of instruction, two at-large members elected by the Faculty, and one student (the major events chairperson of Student Government Association). The President shall appoint the chairperson.

Procedure for Election

All faculty members are elected for a two-year term with no more than four elected during any one year.

Year 1:
- At-large #1 member
- Division of Business member
- Division of Literature, Language and Communication member
- Division of Religion and Philosophy member
- Division of Natural Sciences member

Year 2:
- At-large #2 member
- Division of Education and Physical Education member
- Division of Fine Arts member
- Division of Social Sciences member

Duties and Responsibilities

The committee will have the authority, within budgetary constraints, to plan and contract for Lecture-Artist Series events for one year in advance and the responsibility for implementing events contracted by the committee of the previous year. Regular consultation with the President and Vice President for Academic Affairs is required.
1.5.3.3.26 Library Committee

Membership

The Library Committee consists of the Director of the Library, who shall serve as chairperson, Vice President for Academic Affairs, one faculty member from each school, Coordinator of the Instructional Media Center, a representative from Adult and Graduate Studies, a representative from Instructional Technology, and one student elected by the Student Government Association. The faculty members are appointed annually by the Vice President for Academic Affairs in consultation with the President.

Duties and Responsibilities

1. Formulate general policies concerning book purchases.
2. Review and make recommendations concerning the book and periodical portion of the library budget and allocate the budget.
3. Formulate rules and regulations affecting the Library.
4. Develop plans for advancement of the Library in quality of holdings, services and facilities.
5. Recommend to the faculty ways and means of encouraging greater student and faculty use of the Library.

1.6.3.3.27 Multicultural Students Committee

Membership

Director of Multicultural Affairs, who shall serve as chairperson, Director of Campus Community Life and Intramurals, one Resident Director appointed by the Vice President for University Relations, Director for Mission and Ministry Opportunities, the University President's spouse, three faculty members appointed by the Vice President for University Relations, Assistant Director of Admissions and Student Recruitment, SGA Vice President for Community Life, SGA International Student Representative, five students selected by the Committee (one female student of ethnic heritage, one male student of ethnic heritage, one student-at-large representative, one male living in campus apartments, one female living in campus apartments).

Duties and Responsibilities

1. Assist multicultural students with special needs (e.g., activities, academic support, acclamation to university life, cultural guidance, finances and immigration).
2. Plan and implement programs to assist and support multicultural students.
3. Raise campus awareness of cultural and ethnic diversity and its implication for life-long living.

1.6.3.3.28 Nominating Committee

Membership

Nine faculty members are elected for two-year terms. Each of the seven divisions will elect a member of the committee from its own ranks, and the Faculty will elect two at-large members of
the committee. The chairperson will be appointed by the Vice President for Academic Affairs, who shall serve as a member ex officio.

Year 1:
- At-large #1 member
- Division of Business member
- Division of Literature, Language and Communication member
- Division of Religion and Philosophy member
- Division of Natural Sciences member

Year 2:
- At-large #2 member
- Division of Education and Physical Education member
- Division of Fine Arts member
- Division of Social Sciences member

Duties and Responsibilities

1. Prepare a slate of candidates for election with at least double the number of nominees for each committee vacancy. Where only one position is to be filled, the ballot shall carry three names. Nominations may also be made from the floor.

2. Distribute the slate of candidates to the faculty and administration for review prior to the faculty meeting designated for elections.

1.6.3.29 Off-Campus Study Committee

Mission

Essential to the vitality of a Christian learning community in the modern world where cultures mix continually and diversity knows few boundaries is the opportunity for students to live and learning in diverse environments. Thus, the mission of the Off-Campus Study Committee is to promote, encourage and facilitate off-campus learning experiences. This mission is to be carried out in a spirit that affirms the harmony and diversity of faculty and students, the expertise and interests of faculty and students, and the commitment to seeking truth in diverse experiences.

Membership

The committee reports to the Vice President for Academic Affairs, who appoints the chairperson of the committee. Membership is established at the beginning of the academic year and is open to faculty who coordinate, direct or have an interest in current off-campus study opportunities. The committee may appoint students.

Duties and Responsibilities

In seeking to fulfill the focus on national and international semester-long programs (excluding the Nazarene cross-registration program), the committee’s duties and responsibilities include:

1. Identify, encourage, and develop independent off-campus study experiences as well as develop strong working relationships with existing programs established by other institutions.

2. Communicate to students the availability and opportunities for off-campus study.
3. Develop and administer off-campus study application procedures, and review guidelines and budget.

4. Assist students to prepare for an off-campus study experience once they have been accepted into a program.

5. Enable students in their re-adjustment to campus life upon their return.

6. Encourage students to find ways to allow their off-campus study experiences to affect the campus in appropriate ways upon their return.

7. Assess the appropriateness and effectiveness of off-campus study programs and recommend appropriate additions or deletions in the approved programs list.

8. Work cooperatively with the other campus departments (e.g., Financial Aid, Student Accounts, etc.) and personnel that necessarily are involved in the off-campus study programs.

1.6.3.3.30 Pre-Medical Committee

Definitions

The term “medical” as used here refers to the allopathic medicine (MD), osteopathic medicine (DO), dental (DDS), optometry (OD), podiatry (DPM), chiropractic (DC), and veterinary (DVM) professions. The term “pre-medical” denotes any person who aspires to enter one of the aforementioned professions.

Mission

The Pre-Medical Committee encourages and assists Mount Vernon Nazarene University students to enter advanced training in the medical professions. For the purpose of defining the scope of this committee, “medical professions” include allopathic medicine, osteopathic medicine, dentistry, optometry, podiatry, veterinary medicine and chiropractic. These disciplines have in common that each involves a four-year professional curriculum that culminates in a doctoral degree. Typically, an undergraduate degree is required for entry to professional training, although exceptions occur in dentistry and chiropractic. Other common features of the seven “medical professions” include standardized entrance examinations, national application services, and the preference for a committee recommendation letter from the applicant’s undergraduate institution.

Recently, several “allied health professions” which formerly accepted baccalaureate degrees for licensure have begun to require entry-level doctoral degrees. To date, these include pharmacy and audiology. Physical therapy is likely to join this list in the near future.

Membership

The Pre-Medical Committee currently consists of six full-time traditional faculty who serve indefinite terms. Historically, a majority of members have been chosen from the natural sciences (biology, chemistry and physics), since those subjects are prerequisites for entry to medical school. Committee members are appointed by the Vice President for Academic Affairs upon recommendation of the committee chair. The committee chair is appointed by the Vice President for Academic Affairs.
Duties and Responsibilities

1. Organize group activities that provide information about the health professions and that help acquaint students with peers and instructors.

2. Review the progress of pre-medical students, and provide academic advising.

3. Approve candidates for pre-medical clinical preceptorships.

4. Prepare letters of recommendation for students who apply to medical professional schools.

1.6.3.3.31 Preschool Advisory Board

Membership

The Board shall be composed of 16 members selected by position. Parents and/or guardians will serve as long as their child is enrolled, or no longer than three years. Professionals will serve as long as they hold the office. The membership will consist of:

Individuals from within the University
- Department chair of the Family and Consumer Sciences Department
- Department chair of the Education Department
- Preschool Director
- Preschool lead teacher
- A faculty member from the early childhood education curriculum
- Two students (one with a major in Child Development Center Administration and one with an early childhood education major)
- A faculty member from the liberal arts curriculum

Individuals from the community
- An administrator (or representative) from the Knox County Head Start
- A teacher from the Knox County Educational Service Center (KCESC)
- An administrator from the Knox County Educational Service Center (KCESC)
- An early intervention specialist from the Mount Vernon City Schools
- An early childhood special needs teacher from the Mount Vernon City Schools
- A randomly chosen parent, or guardian, from each of the three classes at Esther Jetter Preschool

Duties and Responsibilities

The Director or a designee, and an elected secretary shall administer the affairs of the Board. Each year, the Board will nominate a candidate for secretary. The elections shall be by quorum of the Board members. The elections will be held in the fall of each year and the results shall be announced at the end of that meeting.

The Esther Jetter Preschool Advisory Board will facilitate the communication of ideas and recommendations between parents, professionals in the field and teachers concerning the operation of the preschool including:

1. Seek to become informed about the preschool activities through study of appropriate reports and presentations.

2. Advise the preschool program leadership by conferring regularly with the Director of the Preschool or a designee.
1.6.3.3.32 Social Work Program Advisory Committee

Membership

The membership includes the department chair of the Social Work Department, who shall serve as chairperson of the committee, all faculty who teach social work courses, a representative from at least three foundation courses areas (biology, economics, history, psychology and sociology), and two social work students who have been admitted to the program and are in good standing in the program. The foundation course faculty and student representatives will be appointed by the Vice President for Academic Affairs upon recommendation from the department chair of the Social Work Department.

Duties and Responsibilities

1. Serve as an advisory council to the Social Work Department.
2. Review periodically the curriculum for the social work program in harmony with current state licensing and accreditation guidelines.
3. Review the requirements for admission to the social work program.
4. Review the requirements for admission to the social work practicum experience.
5. Review and make recommendations to the Social Work Department about qualified applicants to the social work program.
6. Review and make recommendation to the Social Work Department about qualified applicants to the social work practicum experience.
7. Assist in conducting outcome studies to evaluate the effectiveness of the social work program.
8. Keep permanent records of all committee transactions and file one copy in the Social Work Department Office and one in the Office of Academic Records and Registration.

1.6.3.3.33 Student Academic Life Committee

Membership

The Associate Vice President for Academic Administration, who shall serve as chairperson, Vice President for Academic Affairs, University Registrar, Vice President for University Relations, Director of Counseling, Health, and Career Services, Dean of Enrollment Services, Director of Academic Support, three faculty members (elected for a three-year term with one elected each year) and two students elected annually (one elected by the Student Government Association and one elected by the members of the Student Academic Life Committee).

Duties and Responsibilities

1. Encourage academic excellence on campus.
2. Set standards for academic scholarships.
3. Recommend students to the Faculty for honors.
4. Regulate and supervise the students on academic probation.
5. Study the problem of student attrition.

6. Recommend to the Undergraduate Academic Council policy changes that could result in a decrease in student attrition.

7. Keep permanent records of all committee transactions and file one copy in the Office of Academic Records and Registration.

1.6.3.3.34 Student Development Advisory Committee

Membership

Dean of Student Development, chair of the Committee; Director of Residence Life, resident directors, Director of Counseling, Career and Health Services, Director of Career Services, personal counselor, Director of Student Health Services, Director of Safety and Security, Director of Campus Community Life, two faculty members, Students with Concern president, Student Education Association president, and Student Development secretary, recorder.

Duties and Responsibilities

The Student Development Personnel Committee was established to assist with the University’s student development functions in the following ways:

1. Strengthen department focus and department accountability.

2. Offer a small group setting for director needs, goals, concerns outside of the large monthly division director meetings.

3. Allow outside input regarding services from faculty/student perspectives

4. Review the present policies of the various units to advise division directors on any new policies or modification of policies which may be brought for consideration.

5. Serve as a liaison to the greater campus community. In this way students, administrators, and faculty members will have a direct link with the heart of the student development functions as they pertain to the campus community.

1.6.3.3.35 Teacher Education Council

Membership

The Director of Teacher Education, who shall serve as chairperson, Vice President for Academic Affairs, Assistant Vice President for Academic Administrative, University Registrar, Director of Career Services, Vice President for University Relations, Director of Counseling and Wellness, the faculty of the teacher education area, one faculty representative from each program appointed by the Director of Teacher Education with the approval of the Vice President for Academic Affairs and three student representatives selected by the Student Education Association, one with a major in early childhood education, one from middle childhood education, and one preparing for adolescent, young adult program.

Duties and Responsibilities

The Council shall make studies, develop policies and make recommendations for programs of Teacher Education.
1. Review periodically the curriculum for the Teacher Education Program in harmony with current state, regional and national guidelines.

2. Establish the requirements for admission to the Teacher Education Program.

3. Establish the requirements for admission to the student teaching program.

4. Review and admit applicants to the Teacher Education Program.

5. Admit qualified students to the student teaching program.

6. Conduct follow-up studies to evaluate the effectiveness of the program.

7. Serve as an advisory council to the Director of Teacher Education.

8. Keep permanent records of all council transactions and file one copy in the Office of Teacher Education and send one copy to the Office of Academic Affairs.

### 1.6.3.3.36 Technology Advisory Council

**Membership**

The President, in consultation with the Vice President for Academic Affairs and Vice President for Finance and Treasurer, appoints five (5) to seven (7) members to the Technology Advisory Council. The Vice President for Academic Affairs functions as the chairperson of the council. The purpose of the council is to advise the President’s Administrative Cabinet on matters related to technology resource allocation and implementation.

**Requirements for membership on the Technology Advisory Council are:**

1. Knowledge and understanding of technology and its academic and/or administrative application.

2. Familiarity with the overall budget process of the University.

3. Institution-wide view.

4. Clear understanding of the University’s mission.

5. Specific knowledge of areas represented by Administrative Cabinet members.

**Duties and Responsibilities**

The Council shall make studies, develop policies and make recommendations for programs of technology use, including:

1. Develop a 3 to 5 year plan regarding the application of technology to academic and administrative functions of the University.

2. Coordinate the requests for technology applications and training for the purpose of maximizing the use of such applications campus wide.

3. Develop and recommend policies that facilitate the planning, coordination, and use of technology.
4. Develop and recommend revision of the organizational structure for managing technology applications.

5. Work with appropriate university offices in seeking and developing grants and other ways of funding the purchase and implementation of applications that are part of the technology plan.

1.6.3.3.37 Title IX Committee

Membership

The Title IX Compliance Officer, who shall serve as chairperson, the Vice President for Academic Affairs and designee, the Vice President for University Relations or designee, the Vice President for Finance and Treasurer or designee, the Associate Vice President for Academic Administration, the Dean of Student Development, the Vice President of Adult and Graduate Studies, one faculty representative elected by the faculty for a two-year term, one staff representative elected by the staff, the Director of Intercollegiate Athletics, one coaching staff representative elected by the coaching staff, the Sports Information Director, the Director of Residential Life and Housing, the Director of Human Resources, one male student representative, and one female student representative.

Duties and Responsibilities

1. Notify all students and employees of the University regarding the name, office, address, and telephone number of the person identified as the Title IX Compliance Officer of Mount Vernon Nazarene University.

2. Recommend Title IX policies and procedures for adoption by the University.

3. Publish and implement grievance procedures adopted by the University which provide for prompt and equitable resolution of student and employee complaints alleging any action prohibited by the regulations.

4. Publish in each University bulletin, catalog, and application form a statement of policy that the University does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX not to discriminate in such a manner.

5. Review and update annually policies and procedures according to Title IX guidelines and legal opinion.

6. Plan and provide training to faculty, staff, and students to help them identify and appropriately address Title IX issues.

7. Conduct continuous self-evaluations of Mount Vernon Nazarene University programs, policies, and activities to determine compliance with the requirements of Title IX.

8. Serve as the Title IX campus leaders who conscientiously promote an appropriate, supportive, and non-discriminatory learning and work environment for all students and employees.

1.6.3.3.38 Undergraduate Academic Council

Membership

The twenty (20) voting members of the Undergraduate Academic Council include two representatives elected from each schools (each serves a two-year term and half are elected
each year by the school), the SGA Vice President for Academic Affairs, the school deans, and a representative from the General Education Committee. The four (4) non-voting members include: the Associate Vice President for Academic Administration (who shall serve as chair), the Associate Vice President for Adult and Graduate Studies, the Director of the Library, and the University Registrar. The Vice President for University Relations is an invited guest to all meetings, especially when the agenda relates to the division.

Duties and Responsibilities

Recommendations approved by the Undergraduate Academic Council are referred to the Faculty for deliberation. Minutes are to be taken at the monthly meetings and submitted to the Academic Affairs Office. The Undergraduate Academic Council oversees all phases of academic policy and procedures related to undergraduate education, including the following:

1. All recommendations for undergraduate curricular change.
2. Standards for admission to and registration in the undergraduate programs.
3. Standards for major concentrations and graduation.
4. Adult and/or continuing education.
5. Standards of eligibility for participation in curricular-related activities, including intercollegiate athletics.
6. Matters related to the general education core.
7. Matters related to paraprofessional programs.
8. Institutional testing and program evaluations.
9. Matters of faculty organization, procedure and governance.
10. Establishment of the academic calendar.
11. Standards for directed studies, independent studies, internships and field experiences.

1.6.3.3.3 University Judicial Council

Membership

Three faculty members appointed by the Vice President for University Relations, one of whom will be appointed as chairperson, the Dean of Enrollment Services, two resident directors, the President and Vice President of the Association of Men Residents, the President and Vice President of the Association of Women Residents, and two representatives from residence hall judicial councils, recommended by the Resident Director and the residence hall council, and approved by the Dean of Student Development.

Duties and Responsibilities

1. Hear disciplinary appeals administered through or referrals from the Dean of Student Development.

2. Make initial disciplinary decisions in cases of a very serious nature, or those of repeating offenders, at the recommendation of the Dean of Student Development or the Vice President of Enrollment Services and Student Development.
3. Recommend judicial policy changes to the Campus Life Council as needed.

1.6.3.40 Wellness Committee

Membership

The members include the Director of Counseling, Career, and Health Services, who shall function as chairperson, the Athletic Trainer, the Director of Campus Community Life and Intramurals, the Director of Human Resources, the Director of Intercollegiate Athletics, the Director of Facilities Management, the Director of Residence Life, the Executive Director of Development, a representative from Student Health Services, the Student Government Association President, the Student Government Association Intramural Chairperson, two students appointed by the committee, and one faculty representative appointed by the committee.

Duties and Responsibilities

1. Engage in programmatic planning to promote wellness on campus.
2. Plan for and coordinate the annual health fair.
3. Develop future plans for expanded wellness opportunities.
4. Encourage students and employees to seek healthy lifestyle habits.
5. Collaborate with the Human Resources Department on wellness programming, illness prevention, and health screening activities.
6. Engage in strategic planning for physical, social and spiritual wellness.
7. Model a supportive environment for nutrition, evaluation, exercise and occupational wellness.
8. Target an intentional time for endorsing an active lifestyle.