

CHAPTER 3

ADMINISTRATIVE ORGANIZATION

The university is administered by a President, a Provost and Executive Vice President for Academic Affairs and several other vice presidents in the administrative units: Research and Economic Development, Diversity, Student Affairs, Finance and Administration, and University Advancement. Details concerning administration under the Provost and Executive Vice President for Academic Affairs are given in Chapter 4 and that for Vice President for Research and Economic Development in Chapter 5. Other administrative officers include the Chief Information Officer and the Dean of Students.

3.1 .President

The President is the chief executive officer of the university. He or she has full authority to administer campus affairs and to formulate and issue regulations and orders in accordance with the rules, policies, and procedures of The Board of Trustees of The University of Alabama and the Chancellor and with the Bylaws of the Board of Trustees. The President has primary responsibility for strategic planning and overall campus health, including factors that contribute to the quality of the academic, research, economic development, public service, and support programs of the campus. He or she also has responsibility for government, community, and alumni relations and the general supervision of all relationships among students, faculty, and staff, and the various levels of campus administration; financial management of the campus, including creation of a balanced annual budget; human resource management, including employment and termination; determination of compensation and conditions of employment on the campus; and other matters involving the physical plant, fundraising, intercollegiate athletics, and other university operations. The President, in collaboration with all constituent groups, leads a continuous process of evaluating the vision and direction of the institution in light of challenges and opportunities. In carrying out these duties, the President relies upon various administrative officers, the Faculty Senate, and other faculty, staff, and student bodies to recommend policies and procedures. The President normally holds a tenured position in an academic department.

3.2. Vice Presidents

3.2.1. Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs is the chief academic officer and second-ranking officer of the university. The Provost has the responsibility for the overall supervision of academic affairs of the university and for ensuring the integrity of the academic mission of the institution. Through delegation from the President, the Provost leads and coordinates development and support of the academic and instructional efforts of the university and is responsible for curriculum development and academic standards. The Provost provides leadership to the deans, department chairs, faculty, directors, and staff in the development, operation, and improvement of academic and research programs. The Provost coordinates all

instructional and degree-granting activities in undergraduate, graduate, and professional disciplines within the university with the System Vice Chancellor for Academic Affairs and with the Alabama Commission on Higher Education (ACHE).

The Provost provides budgetary oversight for academic colleges and support areas including operating expenses, equipment, staff, and physical plant needs and manages the academic and strategic planning processes for those units. The Provost oversees the tenure and promotion process and approves tenure awards and promotions with the concurrence of the President. The Provost oversees faculty recruitment, appointments, and retention, and terms of employment of faculty and staff within all academic units as well as faculty sabbaticals, leaves, exchanges, and consulting contracts or other outside employment of faculty, with procedures for these areas following the details in Chapter 7 (and other chapters and appendices) of this Handbook.

The Provost is responsible for faculty awards, the eminent scholars and endowed chair programs, academic leadership development academic affairs policy and procedures, and university accreditation. The Provost has overall responsibility for developing academic programs, with program development to follow the processes detailed in Chapter 8 of this Handbook. The Associate Provost and staff officers assist the Provost in planning, budgeting, personnel matters, program administration, new program development, program evaluation, and supervision of support functions. The Provost holds a tenured professorship in an academic appointment.

3.2.2. Vice President for Research and Economic Development

The Vice President for Research and Economic Development is the chief research officer of the university. Under supervision of the President, he or she provides overall executive leadership and coordination in the support of research within the academic departments and research units of the university and is the overall point of contact for UAH regarding support for state and regional economic development activity. The Vice President for Research and Economic Development is responsible for oversight of all sponsored programs in the university and for the management of resources and services required for the research operations. The Vice President for Research and Economic Development coordinates research programs with the Provost and the deans, department chairs and faculty.

The Vice President for Research and Economic Development oversees university-wide research centers, the Office of Research Security, the Office of Technology Commercialization, the Office of Proposal Development, and the Office of Sponsored Programs. A strong relationship with the colleges is maintained by this office in order to support research activity in the colleges. The Vice President for Research and Economic Development normally holds a tenured professorship in an academic department and has a strong record of sponsored research.

3.2.3. Vice President for Student Affairs

The Division of Student Affairs seeks to foster the personal development of students and provides various services to achieve this goal. The Vice President for Student Affairs is responsible for planning, management, and evaluation of student affairs. The Vice President for Student Affairs reports to the President and participates in institution-wide management processes. The Division of Student Affairs includes Enrollment Management, Student Life, Career Services, and Housing and Residential Life. The

Vice President for Student Affairs works collaboratively with the Provost, vice presidents, the academic deans, and other campus constituents to promote enrollment management and student life as a comprehensive, integrated approach focused on enhancing and improving recruitment, retention, and graduation.

3.2.4 Vice President for Diversity

The Vice President for Diversity, in conjunction with the Office of Multicultural Affairs and the Diversity Advisory Committee, works administratively to identify, develop and implement policies, programs and activities that are designed to create greater diversity and cultural awareness for administrators, faculty, staff, students and the surrounding community the university serves. Diversity initiatives include Equity, Affirmative Action, Title IX and Equal Employment Opportunity (EEO) related to race, culture, ethnicity and inclusive environments for all constituents.

The Office of the Vice President for Diversity is committed to improving the cultural and social awareness of the university, by providing enriching programs that offer cross-cultural perspectives and create mutual opportunities for collaboration and exchange. A continuum of nationally renowned speakers, interactive workshops, entertainment, forums, seminars, meetings and symposia support the overall mission of the office.

3.2.5. Vice President for Finance and Administration

The Vice President for Finance and Administration is the chief financial officer and is a member of the Board of Trustees Investment Committee. The Vice President for Finance and Administration has responsibility for the following areas: Budgets & Financial Planning, Finance & Business Services, Human Resources, Facilities & Operations, Telecommunications, and the Bevill Conference Center and Hotel.

3.2.6. Vice President for University Advancement

The Vice President for University Advancement provides leadership for planning, administration, and implementation of all aspects of fund raising, alumni relations, marketing & communications, and strategic university events. The UAH Advancement Office plays a major role in supporting the university's strategic plan. Advancement office activities are intended to support recruitment and retention of outstanding students, faculty, and staff for excellence in teaching, research, public service, and economic development.

3.3. Other Administrative Officers

3.3.1. Chief Information Officer

The Chief Information Officer provides institutional leadership, planning and vision for campus-wide information technology and participates in managing computing and network resources to meet the needs of students, faculty, administration, and external/ commercial customers.

3.3.2. Dean of Students

The Dean of Students is responsible for student activities as directed and assigned by the Vice President for Student Affairs.