



# Administrative Duties Handbook

Mississippi University  
for Women

*A Tradition of Excellence for Women and Men*

### **Vision:**

Building on its long tradition of excellence in liberal arts and professional education, as well as its historic focus on academic and leadership development for women, Mississippi University for Women will continue to be a university that prepares both women and men for successful lives by providing a high-quality education in a personalized learning environment.

### **Mission:**

A Carnegie Master's II public institution, Mississippi University for Women provides high-quality undergraduate and graduate education for women and men in a variety of liberal arts and professional programs, while maintaining its historic commitment to academic and leadership development for women. MUW provides education in Business and Communication, Education and Human Sciences, Fine and Performing Arts, Health and Kinesiology, Humanities, Culinary Arts, Nursing, Science and Mathematics, utilizing small classes and emphasizing a personalized learning environment. The graduates of MUW are prepared for competitive careers and excellent graduate and professional schools. MUW provides educational opportunities throughout Mississippi and the United States while addressing the unique educational and public service needs of northeast Mississippi and adjoining counties in northwest Alabama.

### **Guiding Principles:**

#### **W provides high-quality instructional programs that emphasize teaching and learning.**

With faculty and staff of the highest caliber, MUW is dedicated to providing a campus environment for students that encourages lifelong learning, strong career preparation, and personal growth. Graduates are expected to have skills in communication, technology, and critical thinking, as well as an awareness of self, gender-related issues, cultural diversity, and responsible citizenship.

**MUW is student oriented.** MUW provides small classes and emphasizes personalized student attention, so that each student will have the opportunity to succeed. MUW offers a student-life program that stimulates learning and leadership development.

**MUW values research, scholarship, and creativity.** While MUW is primarily a teaching institution, the university supports research, scholarship, and creativity to enhance the professional development of faculty and staff in order to better prepare students.

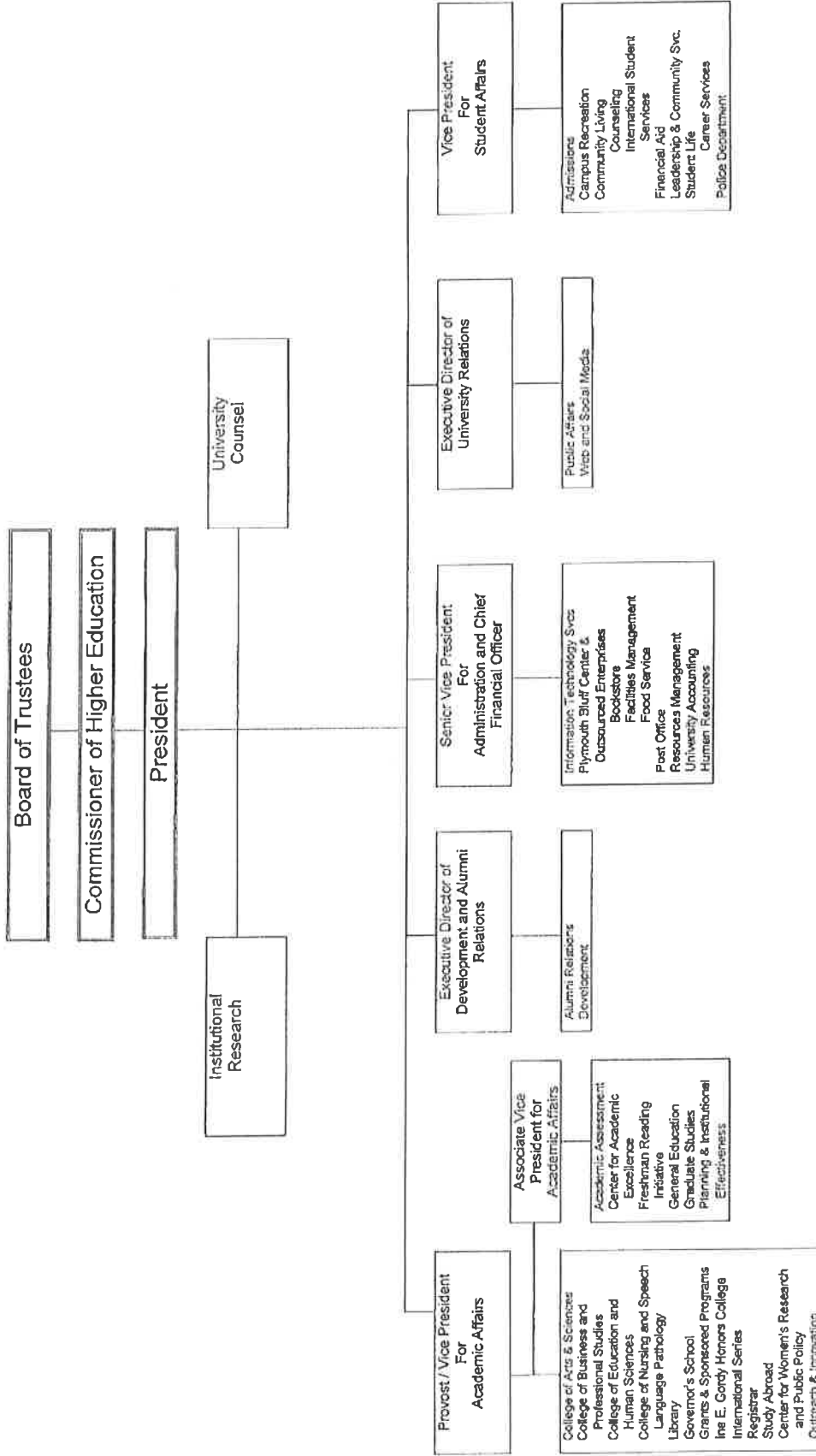
**MUW is committed to diversity among its faculty, staff, and students.** The faculty, staff, and students of MUW represent the global society in which we live. MUW believes that diversity allows students to grow in their understanding of self and others.

**MUW endorses sound organizational principles.** MUW is committed to operational efficiency, collaborative strategic planning, institutional effectiveness, and creative problem solving.

**MUW meets regional, state, and national needs for higher education.** MUW responds to the needs of the local community by providing cultural activities; programs for intellectual, professional, and social development; and by assisting in economic development. MUW extends its outreach to the state and nation using multiple delivery methods, including the internet and other advanced systems.

**MUW is committed to public service.** MUW forms partnerships with businesses, as well as with educational, governmental, public service, and charitable organizations, to create opportunities that provide economic and social advantages for the institution, community, and region.

# Mississippi University for Women Organizational Chart Effective 07/01/13



**ADMINISTRATOR:      PRESIDENT**

The President of Mississippi University for Women (MUW) reports directly to the Commissioner of Higher Education, who reports to the Board of Trustees of State Institutions of Higher Learning (Board). The President is responsible for the administration of the colleges, divisions and departments of the institution and for keeping its expenditures strictly in compliance with the budgetary authorizations of the Board and within the limitations provided therein.

The President has overall responsibility for the institution including, but not limited to, these areas: advising the Commissioner of Higher Education and the Board regarding issues affecting the institution and the System; administrative leadership; educational leadership; resource management, development and acquisition; overall strategic and long-range planning, including financial management; and public service.

**Responsibilities:**

- Ensure compliance with all approved Board programs and policies, as well as state and federal laws and regulations.
- Make recommendations to the Commissioner of Higher Education regarding the educational policy and academic standards of the institution.
- In accordance with Board policy, recommend for election by the Board all employees and faculty members of the institution, including filling vacancies in emergencies subject to review and rejection or approval by the Board at its next regularly scheduled meeting.
- Maintain appropriate standards of conduct of students, including expelling, dismissing, suspending, and placing limitations on continued attendance and to levy penalties for disciplinary violations, subject to procedures of due process.
- Ensure that the vision of institutional purpose is defined and continually renewed and that forums exist for the faculty and staff to continually define the role of the institution. This responsibility requires continuing efforts to gain support for the University's purpose and mission by the Board of Trustees, elected officials, and the Legislature.
- Coordinate and manage institutional advancement programs including fund-raising efforts; public relations, marketing, and strategic communications; alumni relations; government relations; and related activities.
- Build support among and enhance relationships with all institutional constituencies at local, state and national level.
- Organize the institution in a manner that provides effective matches of talent and needs, as well as to ensure resources are allocated to achieve institutional priorities and purposes.
- Ensure institutional resources are used in the most effective and efficient ways and in accordance with state and federal law, Board policy, and standards of ethical practice.
- Provide opportunities and encourage faculty and staff development.
- Recognize the constructive uses of dissent by providing appropriate forums for conflict resolution.

- Act as a buffer between the University and the community to allow the unfettered pursuit and dissemination of knowledge.
- Ensure the institution maintains the highest standards of integrity, excellence, and caring; while enhancing the existing climate of higher expectations in which the best is expected of faculty, staff and students and diversity is respected and affirmed.
- Refine the strategic planning mechanisms in which the aspirations and needs of the institution are coordinated and linked, when appropriate, to the institution's budgeting process. Ensure that all university constituencies are afforded the opportunity to participate in the ownership of the institution's future.
- Encourage the development of evidence driven decision-making and seek information from both internal and external sources for these purposes.
- Make all possible efforts for the institution to anticipate state, regional and national trends which might affect the future of the institution.
- Continue to provide a model of professional behavior through service to the community. Engage in professional activity on statewide, regional and national fronts and use this involvement to acquire new ideas and to remain sensitive to trends affecting the institution.
- Examine and make visible the values to which the MUW community gives allegiance through policies, faculty/staff behavior and program content for the University's students. Subject current values to continual examination and consider new or revised values as appropriate.
- Emphasize concern for students by ensuring that practices, policies and commitments made to them are fulfilled in a climate of caring and high expectations.

**Organizational Structure:**

The following administrators report directly to the President of the University:

- University Counsel
- Provost and Vice President for Academic Affairs
- Sr. Vice President for Administration/Chief Financial Officer
- Executive Director of University Relations
- Executive Director of Development and Alumni Relations
- Vice President for Student Affairs
- Director of Institutional Research

MUW defines university administrators as the president, university counsel, provost, associate vice president of academic affairs, senior vice presidents, vice presidents, executive directors, director of institutional research and academic deans.

**ADMINISTRATOR: UNIVERSITY COUNSEL**

University Counsel reports directly to the President and is responsible for assisting and supporting the President in the execution of his/her duties and responsibilities.

**Responsibilities:**

- Serves as the University Counsel.
- Provide counsel regarding legal issues involving the university.
- Serves as university liaison to university attorney's working group and to the legal counsel of the Board of Trustees.
- Assist in the storage and retrieval of records in the President's Office.
- Be knowledgeable about all matters and issues of the President and the Office of the President.
- Serve on the President's Cabinet and Administrative Council.
- Perform other duties as assigned by the President.

**ADMINISTRATOR:      PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Provost and Vice President for Academic Affairs reports directly to the President and is responsible for the development and management of the academic divisions and the academic support services. The Provost and Vice President for Academic Affairs is the University's second-ranking administrator. The Provost and Vice President for Academic Affairs assists in the implementation of the mission of the University by ensuring that the curricula and continuing education offerings are of the highest quality for all students while emphasizing academic and leadership preparation for women.

**Responsibilities:**

- Coordinate and supervise the offices and programs of the four colleges, the Library, the Registrar, the Center for Creative Learning, the Center for Creative Entrepreneurship, the Study Abroad Program, the Mississippi Governor's School, Grants & Sponsored Programs, the Center for Women's Research and Public Policy, the Honors College, and Associate Vice President for Academic Affairs.
- Oversee the hiring of faculty, staff and administrators in the above areas and make recommendations to the President on personnel.
- Coordinate systematic program of planning and evaluation of academic affairs area.
- Maintain files with credentials on faculty members.
- Prepare budget requests for the President in each area of responsibility and oversee the budget in each area.
- Serve as chair of the Academic Council.
- Serve as the representative of Academic Affairs on the Administrative Council and President's Cabinet.
- Serve as chair of the Administrative Policy Review Committee.
- Serve as ex-officio member of Graduate Council, Undergraduate Curriculum Council, Core Curriculum Committee and Teacher Education Council.
- Evaluate the Associate Vice President for Academic Affairs, all deans and department chairs, the Registrar, all directors and coordinators in the unit.
- Ensure that the evaluation system for faculty/staff is carried out in each unit.
- Prepare and revise the *Faculty Handbook*.
- Prepare and submit to the President the agenda for faculty meetings.
- Prepare reports for the Institutions of Higher Learning Board of Trustees and other agencies as requested.
- Serve on the Council of Chief Academic Officers of the Institutions of Higher Learning Board of Trustees.

- Prepare an annual report and Institutional Effectiveness Report for the Office of the Provost and Vice President for Academic Affairs.
- Oversee the promotion and tenure process and make recommendations to the President.
- Oversee and make recommendations on all curricular proposals.
- Review all policy statements in Academic Affairs and coordinate development of new or revised policies.
- Direct orientation of new faculty (full-time and adjunct).
- Coordinate the preparation of the academic course schedules and plan for academic advising.
- Recommend assignment of faculty to university councils and committees.
- Coordinate the preparation and submission of new academic programs to the IHL Board of Trustees.
- Review all academic programs on a regular basis.
- Administer special budgets for faculty development, research, permanent equipment and teaching overloads.
- Coordinate the academic assessment process.
- Oversee preparation of the academic components in the University Bulletin.
- Oversee student evaluations of faculty.
- Oversee probation, suspension, late administrative withdrawal, and grievance procedures.
- Coordinate nominations and selection of emeritus faculty and make recommendations to the President.
- Assist with planning and carrying out plans for commencement.
- Serve as the Affirmative Action Officer for academic personnel.
- Serve as Chief Administrative Officer of the University in the absence of the President.
- Perform other duties as assigned by the President.



## **ADMINISTRATOR:      ACADEMIC DEANS**

The deans of academic units report directly to the Provost and Vice President for Academic Affairs. The deans, in consultation with the chief academic officer, department chairs and faculty, are responsible for college/unit management, faculty affairs and instructional oversight.

### **Responsibilities:**

The dean is responsible for the following college/unit management duties:

- Coordinate the development and implementation of short- and long-range college/unit programs, plans, goals, and priorities.
- Call and preside over college/unit meetings to provide information, discuss common problems, interpret policies, and coordinate the activities of departments and individuals.
- Coordinate and supervise the activities of the department chairs and/or other subordinates and staff as applicable.
- Supervise the preparation, submission, allocation, and expenditure of the college/unit budgets.
- Supervise the college/unit inventory, management of facilities, and equipment.
- Approve college/unit requisitions, travel requests, and work orders for repairs and renovations to *facilities*.
- *Coordinate all activities involving the college/unit and its departments with other colleges/units, other areas of the University and with external agencies including articulation courses/programs with other institutions.*
- Establish college/unit committees and recommend college/unit appointments to university-wide committees.
- Represent the college/school on campus and in the professional and local communities.
- Engage in appropriate fund raising activities in conjunction with the Mississippi University for Women Foundation to meet the financial needs of the college/unit.
- Meet established deadlines for completion of responsibilities.
- Oversee preparation for accreditations, program reviews, and evaluations within the college.

The dean is responsible for the following Faculty affairs duties:

- Oversee all activities of the department chairs, or if in a unit without chairs, oversee the activities of the faculty.
- Support excellence in teaching, advising, research/scholarship, and service.
- Direct the recruitment and appointment of faculty and staff in accordance with the University's established personnel policies and affirmative action guidelines.
- Review and recommend for approval all faculty assignments including overload assignments.
- Review and recommend to the CAO all faculty and professional actions, including reappointments, promotions, tenure, salary actions, and terminations following established policies.
- Recommend appointments of adjunct faculty.
- Discuss evaluation philosophies and criteria with department chairs and with faculty members of the college/unit.
- Promote faculty development activities within the college/unit.
- Reduce, resolve, and prevent conflict among department chairs, faculty members and staff following established policies.

The dean is responsible for the following instructional oversight duties:

- Coordinate and oversee the activities of the department chairs or, if in a unit without chairs, oversee the activities of the faculty.
- Coordinate recruitment, orientation, retention, advising and registration activities.
- Coordinate college/unit program reviews and the development of new academic programs.
- Authorize student programmatic actions in line with and as required by institutional policies and procedures including the timely submission of grade reports.
- Resolve student grievances in accordance with established policies.

Perform other responsibilities as assigned by the CAO.

**ADMINISTRATOR:      ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Associate Vice President for Academic Affairs reports directly to the Provost and Vice President for Academic Affairs. The Associate Vice President has primary responsibility for monitoring and coordinating the planning and evaluation of institutional effectiveness activities, of the general education program, of academic advising, and of on-line offerings.

**Responsibilities:**

- Serve as the Director for the Center of Academic Excellence (CAE), oversee the coordination of advising during registration and orientation, oversee advisor training, and oversee activities of the Faculty Advising Corps, oversee academic student support services, and other initiatives sponsored by the CAE.
- Oversee and coordinate UN course offerings (UN, LDR, LS, MS), their scheduling and evaluation. Oversee the first-year-experience program (UN 101) and collaborate with the President's Cabinet in university persistence efforts.
- Serve as an ex-officio member of the General Education Curriculum Committee, provide support for the assessment of the general education program, and coordinate nationally-normed assessments.
- Monitor and keep the University community apprised of all Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies, procedures, and guidelines. Implement and refine strategic planning systems including general oversight of Quality Enhancement Plans (QEPs) as a component of the university's strategic planning process and as the university's SACSCOC liaison.
- Ensure the quality of academic assessment efforts. Provide consultation and support to academic units in the refinement of assessment efforts. Support faculty involvement in program planning and assessment.
- Chair the university planning and institutional effectiveness (PIE) council.
- Serve as University Textbook Coordinator/liason to the Mississippi Institutions of Higher Learning (IHL)
- Supervise the faculty and staff in the Office of Institutional Research to ensure that meaningful data reports are provided to support institutional planning and assessment efforts.
- Serve as a member of the President's Expanded Cabinet, Academic Council, Administrative Council, and Undergraduate Curriculum Council.
- Serve as Director of Graduate Studies.
- Oversee coordination of student course evaluations.
- Collaborate with the Provost to provide effective faculty development and leadership development programs.
- Perform other duties as assigned by the Provost and Vice President for Academic Affairs.

**ADMINISTRATOR:     DIRECTOR OF INSTITUTIONAL RESEARCH**

The Director of Institutional Research reports to the President and is responsible for the University's institutional research activities.

Responsibilities:

- Review statistical reports pertaining to the University as required by various state and federal agencies, including IPEDS and Institutions of Higher Learning scheduled reports and special reports. Keep university personnel notified regarding significant changes and trends.
- Ensure the timely preparation of the MUW Fact Book and other internal reports to support campus units in their planning and assessment activities..
- Support the campus use of institutional data for planning and assessment purposes.
- Serve as the official Institutional Research representative on campus committees.
- Represent the University in various organizations concerned with the reporting of data and the exchange of data.
- Administer campus-wide surveys, analyze data, and present results to the appropriate constituent groups.
- Provide appropriate access to institutional data using hardcopy and/or electronic formats.
- Perform other duties as assigned by the President .

**ADMINISTRATOR: SR. VICE PRESIDENT FOR ADMINISTRATION/CHIEF FINANCIAL OFFICER**

The Sr. Vice President for Administration/Chief Financial Officer reports directly to the President of the University. The Sr. Vice President for Administration/Chief Financial Officer is responsible for the financial and business management of the University and the operation of the physical plant and related support services. In addition, the Sr. Vice President for Administration/Chief Financial Officer participates in the formulation of policies, programs, and budget development and interacts with the students, faculty, staff, members of the governing board, and agencies external to the campus.

**Responsibilities:**

- Oversee, guide, and direct through designated supervisory personnel the activities related to:
  - Program Planning and Budgeting/University Accounting comprising budget preparations, budget control, financial accounting and reporting, student accounts, cash receipts and disbursements, and investments.
  - Procurement and contracting operations of the University.
  - Operation and maintenance of the physical plant including construction, repair, and renovation.
  - Other support services operations including human resources, property control, maintenance of grounds, transportation, operation of mail service, custodial services, management of University apartments, facilities management, food services, information technology services, bookstore and the Plymouth Bluff Center.
- Serve on the President's Cabinet, the Administrative Council, and the Administrative Policy Review Committee.
- Attend monthly IHL Chief Financial Officer meetings and Board meetings.
- Oversee the preparation, compilation, and distribution of financial reports for various agencies of the state government, the Board of Trustees, the President, and other agencies as required on a monthly, quarterly, semi-annual, and annual basis.
- Assist in the development of the University's strategic plan.
- Prepare plans and reports on the University's short and long-range goals and operations for submission to the Board.
- Ensure that the evaluation system for staff is carried out in each unit.
- Evaluate all directors within the division of Finance and Administration, including institutional effectiveness reports and ACTION plans.
- Negotiate with industry representatives on costs and materials for building construction and renovation, food services and other contracted services.

- Develop procedures and policies for procurement of goods and nonpersonal services for the University.
- Review all policy statements in Finance and Administration and coordinate development of new or revised policies.
- Serve as Affirmative Action Officer for non-academic staff.
- Represent the President at official University, Board and community functions and meetings as required.
- Perform other duties as assigned by the President.

**ADMINISTRATOR: EXECUTIVE DIRECTOR OF UNIVERSITY RELATIONS**

The Executive Director of University Relations reports directly to President and is responsible for the overall marketing and communication for the University to its internal and external constituencies and provides recommendations on policy and action in the management of issues affecting the university, including all aspects of media relations

**Responsibilities:**

- Serve as the University spokesperson on University-wide issues at the request of the President and provides counsel and advice on major public relations issues.
- Oversee the operations of the office of Public Affairs.
- Develop a public relations and marketing program that supports and advances the University.
- Provide direction and counsel for the administration of the University's graphics and communications program.
- Oversee and external communication program to ensure that standards of high quality are maintained.
- Develop and implement the campus's media relations for social, print, and broadcast media at the local, state and national levels.
- Work with deans, faculty and administration to assess their public relations needs and develop and carry out programs to meet those needs.
- Develop and carry out a strategic marketing plan for the University.
- Coordinate media strategy in support of the University's development efforts.
- Counsel the University on issues of management and media relations.
- Develop and oversee the media portion of the institution's crisis management plan.
- Develop a program of internal communication for the University.
- Perform other duties as assigned by the President.

**ADMINISTRATOR: EXECUTIVE DIRECTOR OF DEVELOPMENT & ALUMNI RELATIONS**

The Executive Director of Development & Alumni Relations reports directly to the President and is responsible for supporting the advancement activities of the institution.

**Responsibilities:**

- Direct the management of the total development program.
- Plan the work of the Office of Development.
- Assist in developing programs and materials to enhance the University's image and promote fund-raising programs.
- Identify potential contributors to special project funds and supporters of institution's ongoing operations through examination of past records, individual and corporate contacts, and knowledge of community.
- Organize a direct mail campaign to reach potential contributors in coordination with the Annual Giving and Planned Giving Directors.
- Plan and coordinate benefit events such as the Welty Dinner and other such functions.
- Inform potential contributors of special needs of the University and encourage individuals, corporations and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests, conferring with attorneys and financial planners to establish methods of transferring funds to benefit both donors and the University.
- Assist in grant application activities.
- Supervise and coordinate activities of workers engaged in maintaining records of contributors and grants and preparing letters of appreciation to be sent to contributors.
- Perform other duties as assigned by the President.

**ADMINISTRATOR: VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for Student Affairs reports directly to the President and is responsible for recruitment and retention efforts of the University.

**Responsibilities:**

- Serve as the upper level enrollment and student affairs officer of the University.
- Oversee admissions, campus police department, financial aid, community living, student life, campus recreation, and leadership and service.
- Manage a division of 44 full time staff with responsibility for a divisional budget as well as scholarship fund.
- Responsible for ensuring a comprehensive recruitment, enrollment and out of classroom experience for students.
- Provide the administrative direction to programs, policies, and services that inform the recruitment, retention and campus life experience for students.
- Collaborate with University constituencies to create the vision for a student-centered, service-based division and develop and implement a comprehensive enrollment and student life program.
- Serve as a member of the President's Cabinet.
- Recommend institutional objectives, priorities and procedures.
- Oversee the fiscal and personnel management of the division.
- Plan, direct, and evaluate all in-service training for the Division of Student Affairs.
- Supervise the University's student judicial system and serve as the University disciplinary officer.
- Supervise comprehensive programs of student activities to include cultural, social, spiritual, intellectual, and physical programs.
- Perform other duties as assigned by the President.