

**East Carolina University
Faculty Manual**

PART VIII

**RESPONSIBILITIES OF
ADMINISTRATIVE OFFICERS**

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CONTENTS

- I. Board of Trustees
- II. Chancellor
 - A. Executive Assistant to the Chancellor
 - B. Assistant to the Chancellor for Constituent Relations
 - C. University Attorney
 - D. Equal Employment Opportunity Officer
 - E. Director of Athletics
 - F. Director of Planning and Institutional Research
 - G. Faculty Senate
- III. Division of Academic Affairs
 - A. Vice Chancellor for Academic Affairs
 - B. Unit Administrators
 - C. Dean of the Office of Undergraduate Studies
 - D. Director of Academic Library Services
 - E. Director of Admissions
 - F. Director of BB&T Center for Leadership Development
 - G. Director of Cooperative Education
 - H. Director of the Division of Continuing Education and Summer School
 - I. Director of the Honors Program
 - J. Director of International Programs
 - K. Registrar
 - L. Administrative Council
 - M. Leadership Forum
- IV. Division of Administration and Finance
 - A. Vice Chancellor for Administration and Finance
 - B. Comptroller
 - C. Director of Computing and Information Systems
 - D. Director of Environmental Health and Safety
 - E. Director of Human Resources
 - F. Director/ Chief of Police
 - G. Director of Systems Coordination
- V. Division of Health Sciences
 - A. Vice Chancellor for Health Sciences
 - B. Unit Administrators
 - C. Director of Health Sciences Library
- VI. Division of Institutional Advancement
 - A. Vice Chancellor for Institutional Advancement
 - B. Assistant to the Vice Chancellor for University Relations and Alumni Affairs
 - C. Director of Institutional Advancement
 - D. Director of Small Business & Technology Development Center
 - E. Director of the Center for Applied Technology
 - F. Director of the Regional Development Institute
- VII. Division of Student Life
 - A. Vice Chancellor for Student Life
 - B. Assistant Vice Chancellor and Director of Intercultural Student Affairs
 - C. Assistant Vice Chancellor and Director of Research, Assessment, and Testing
 - D. Dean of Students
 - E. Dean of Student Development
 - F. Assistant Dean of Student Development
 - G. Director of Career Services

- H. Director of the Center for Counseling and Student Development
- I. Director of Dining Services
- J. Director of Disability Support Services
- K. Director of Health Promotion and Well -Being
- L. Director of Ledonia Wright African-American Cultural Center
- M. Director of Orientation and the First Year Experience
- N. Director of Recreational Services
- O. Director of Resident Life
- P. Director of Student Financial Aid
- Q. Director of the Student Health Services
- R. Director of University Housing Services
- S. Director of University Unions

VIII. Division of Research

- A. Vice Chancellor for Research
- B. Dean of the Graduate School
- C. Director of the Center on Aging
- D. Director of the Institute for Coastal and Marine Resources
- E. Director of the Office of Sponsored Programs
- F. Director of the Office of Technology Transfer

I. Board of Trustees

East Carolina University has its own board of trustees, consisting of thirteen members chosen as follows: eight elected by the board of governors, four appointed by the governor, and the president of the Student Government Association of East Carolina University. The board of trustees elects from its membership a chairperson, vice chairperson, and secretary. The principal powers of the board of trustees are delegated to it by the board of governors.

II. Chancellor

The board of governors elects the chancellor, who is the chief administrative and executive officer of East Carolina University. The chancellor is charged with the responsibility of putting into effect the policies and regulations of the board of governors through the president and the board of trustees. All personnel of the university are responsible either directly or indirectly to the chancellor.

Assisting the chancellor in directing the affairs of the university are the vice chancellors for academic affairs, for administration and finance, for health sciences, for institutional advancement, for research, and for student life; the director of athletics; the equal employment opportunity officer; the university attorney; the director of planning and institutional research; and the executive assistant to the chancellor. The responsibilities of these officers and those reporting to them are described below.

A. Executive Assistant to the Chancellor

The executive assistant to the chancellor provides assistance in all facets of administration, governance, and communication. In assisting the chancellor in articulating the goals and policies of the university, this officer serves as assistant secretary to the East Carolina University Board of Trustees and supervises the office of News and Communications Services and the office of University Publications.

B. Assistant to the Chancellor for Constituent Relations

The assistant to the chancellor for constituent relations has as a primary responsibility the establishing of strong relationships with constituencies external to the university, including the General Assembly, state and local governments, community agencies, and regional groups with interest in or impact on ECU. In assisting the chancellor in this important endeavor, this officer will also act as liaison and staff for the East Carolina University Board of Visitors.

C. University Attorney

The office of the university attorney serves as liaison between the university and the office of the Attorney General and the General Administration of The University of North Carolina on legal matters including coordination with the office of the Attorney General on legal advisory opinions prepared by him or her. This office is the central repository for university file copies of documents pertaining to active, pending, or prospective lawsuits against the university. Upon request, the office of the university attorney furnishes legal advice and prepares written legal opinions for the chancellor, vice chancellors, academic deans, department chairpersons, and other administrative officials. In addition, the office prepares legal documents such as release forms, employment contracts, and other legal instruments as required by officials of the administration. The office supervises and periodically reviews hearing and disciplinary procedures administered by the various divisions and departments within the university. The office is responsible for maintaining a legal reference library on North Carolina coast constitutional and statutory provisions with respect to higher education and current subscriptions to specialized legal periodicals and journals dealing with legal problems of higher education generally. The office of the university attorney is assigned to and reports directly to the Chancellor.

Faculty, administrators, and committees may contact the ECU University Attorney's office at any time to obtain information regarding grievance procedures. Aggrieved administrators are entitled to legal counsel from the University Attorney's office, which acts on behalf of the University in such matters. Faculty bringing grievances against other faculty or administrators must seek outside counsel. To ask the University or UNC system to provide substantive advice is to ask same to assist in grieving against themselves. In the case of aggrieved administrators seeking advice, at such time that it becomes apparent that a grievance is pending in which the university attorney or his or her assistant may be involved as legal counsel to that administrator, the attorneys will refrain from discussion of the case in order to ensure that the chancellor can be advised freely in deciding the case. If the university attorneys perceive a potential conflict of interest in advising an administrator, faculty member, or committees, questions will be deferred to UNC system attorneys, or to the state attorney general's office.

D. Equal Employment Opportunity Officer

The equal employment opportunity officer, in consultation with the chief administrative officials of the university, takes appropriate measures to ensure the university's compliance with federal and state legal requirements respecting equal opportunity and affirmative action. See *Appendix J, Informal Faculty Grievance Procedures* for grievances involving sex discrimination and other equal employment opportunity complaints, and *Part VI, Equal Opportunity/Affirmative Action policy of East Carolina University*.

E. Director of Athletics

Athletic goals of the university are established by the chancellor in coordination with the director of athletics. The director is administratively responsible to the chancellor for all facets of the department's operation. The University

Administrative Athletic Committee makes recommendations to the chancellor concerning the implementation and administration of policies and procedures pertaining to intercollegiate athletics at East Carolina University. Primary functions are oversight responsibility in the areas of academic integrity, compliance with NCAA rules and regulations, and the overall development of student athletes. The committee charge includes, but is not restricted to budget, conference matters, fund raising, and public relations. The committee, chaired by the NCAA Faculty Athletics Representative, consists of eight faculty members, one student member, and the following ex-officio: chair of the faculty, president of the alumni association, president of the Pirate Club, chancellor, director of athletics, assistant director of athletics for student development, and the president of the Student Government Association.

F. Director of Planning and Institutional Research

The director of planning and institutional research serves as staff to the chancellor and is responsible for facilitating and coordinating the development, implementation and evaluation of the ongoing strategic plan that covers all functions and major resources of the university. The director is also responsible for directing the institutional research function, which includes the design, development, and use of various data bases and management support systems necessary for institutional analysis, planning, budgeting, and internal and external reporting. All of the above activities are carried out via cooperation and coordination with faculty governance and the divisional vice chancellors.

G. Faculty Senate

The Faculty Senate is comprised of representatives from all academic faculty units on campus. It provides the means by which the faculty fulfill its function with respect to academic and educational policies and other affairs of the University. The office of the Faculty Senate oversees the *East Carolina University Faculty Manual*. See *Appendix A, Faculty Constitution and By-Laws of ECU*.

III. Division of Academic Affairs

A. Vice Chancellor for Academic Affairs

The vice chancellor for academic affairs is responsible to the chancellor of the university for policy and operations relating to all academic aspects of the university, except those of the Division of Health Sciences. The vice chancellor also coordinates the activities of the academic and support units described below. The vice chancellor administers policies of class attendance and academic discipline, approves departmental requisitions for purchase of instructional supplies and equipment, and assigns all classrooms and office space allocated for instructional purposes. In addition, the academic affairs officer is responsible for the editing and publication of the university undergraduate and graduate catalogs, and similar official bulletins. Those officers reporting to the Vice Chancellor for Academic Affairs are listed in *Part IX, Organization Chart for East Carolina University*. Some of the responsibilities of those officers are described below.

B. Unit Administrators

The dean of the College of Arts and Sciences, deans of the professional schools within the academic division, and the department chairs in the College of Arts and Sciences are responsible for instruction and research within their areas. They are appointed by the chancellor and are responsible to the vice chancellor for academic affairs. The chairpersons of departments within the College of Arts and Sciences and the professional schools report to their respective deans and use the ECU Faculty Manual and the unit's code procedures. The unit administrators preside at faculty meetings, can appoint ad hoc committees, assist with the orientation of new faculty members, act on requests for travel funds, and lead the faculty in promoting professional growth and good public relations. The duties of the dean of the College of Arts and Sciences, deans of the professional schools within the academic division, and departmental chairs in the College of Arts and Sciences are described in the following paragraphs. (In some units, the elected faculty chair can preside at faculty meetings.) **(Faculty Senate Resolution #98-6, February 1998)**

1. Budget and Equipment

The unit administrator recommends the college, school, or department operating budget and supervises expenditures of allocated funds. The dean or chairperson is responsible for maintaining a current inventory of and caring for departmental equipment, for reporting to the business office breakage and needed repairs, and for approving requisitions for book purchases for the library.

2. Curriculum and Instruction

The unit administrator works with the faculty in planning and recommending changes in and additions to the curriculum; visits classes and counsels with the faculty to evaluate the quality of instruction; prepares teaching schedules, is responsible for all classes being met, and arranges for substitute instructors in case of emergencies; recommends the use of classroom, laboratory, and office areas; keeps records of personnel and files of course syllabi; and makes an annual report of the college, school, or department to the appropriate superior.

3. Personnel

The unit administrator reviews recommendations of the appropriate unit committees on faculty appointment, reappointments, tenure, and promotion in relation to the provisions noted in *Appendix C, Personnel Policies and Procedures for the Faculty of ECU* and *Appendix D, Tenure and Promotion Policies and Procedures of ECU*.

The unit head concurs or does not concur and forwards the recommendations to the next higher administrator.

C. Dean of the Office of Undergraduate Studies

The dean of the office of Undergraduate Studies reports to the vice chancellor for Academic Affairs and is responsible for the functioning of the General College, the University College, the Office of Cooperative Education, the transfer

course permission approval program, the Academic Transition Program, the general education assessment program, and other academic support programs as designated by the vice chancellor for academic affairs. The dean is responsible for the administration of undergraduate academic regulations as presented in Section 5 of the undergraduate catalog. Additionally, the dean serves as associate director, new student academic orientation. The dean is assisted in the administration of the office of Undergraduate Studies by the assistant dean for the General College, the associate director for student academic support services, the associate director of the University College, and the director of cooperative education.

D. Director of Academic Library Services

The director of the Academic Services is responsible for providing library services in support of academic programs. The director is advised by the Faculty Senate Academic Libraries Committee and the Academic Library Services faculty and cooperates with the various schools and departments through appropriate deans and chairpersons. The Director is responsible for administrative direction and fiscal control of Joyner Library and the Music Library in the Fletcher Music Center, which is an integral part of Joyner Library; for collection development; and for library property and buildings. The director recommends the appointment of all library personnel and fixes titles, duties, and compensation of all library staff members within approved budgetary limits. The library staff consists of library faculty and support personnel. The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Libraries Committee.

E. Director of Admissions

The admissions office, administered by a director, aided by a professional and a clerical staff, is charged with responsibility for all undergraduate admissions throughout the university. In this capacity, the director serves as an advocate for retention and monitors the effects of a variety of university retention efforts. Additionally, the director develops an admissions strategy which, when coordinated with the results of retention efforts, will generate an undergraduate enrollment consistent with the enrollment goal of the university. The office processes applications for admission to the freshman class and applications of students desiring to transfer from other colleges and universities as well as applications for readmission. The office is also responsible for developing and implementing the marketing strategies used to attract these student populations. The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Admissions and Recruitment Committee. The director of admissions is also responsible for editing and producing admissions publications. (Admission to graduate programs is the responsibility of the Graduate School.)

F. Director of the BB&T Center for Leadership Development

The director of the BB&T Center for Leadership Development is responsible for planning, promoting, and administering leadership development activities relevant to a broad coalition of interests in the professional and managerial fields. Specifically, the director is charged with positioning the center in the forefront among those interested in strengthening and focusing on leadership as an important dimension in society worthy of instruction and research.

G. Director of Cooperative Education

The director of cooperative education is responsible for the coordination of activities related to the placement of both graduate and undergraduate students in alternating periods of career-related employment. This responsibility involves working with both public and private agencies throughout the United States to develop appropriate employment opportunities, communicating with faculty to identify qualified students, and counseling and supervising students throughout the recruitment, selection, and evaluation process.

H. Director of the Division of Continuing Education and Summer School

The director of the Division of Continuing Education and Summer School is responsible for off-campus classes and for specialized non-credit vocational, professional, and cultural courses wherever offered. The division provides this instruction on the campuses of four community colleges and at various locations throughout eastern North Carolina. The director, aided by an associate director, an assistant director, several coordinators, and a business officer, works with deans and chairpersons of academic departments in determining suitable courses to be offered through continuing education, the location of courses, and the assignment of teaching staff. The director oversees the editing and publication of various bulletins describing the educational opportunities made available by East Carolina University through the Division of Continuing Education. The director also administers the summer school program. The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Continuing Education Committee.

I. Director of the Honors Program

The director of the honors program coordinates the freshman/sophomore level, university-wide program offered to superior students. The director is in charge of planning the curriculum, soliciting the faculty, recruiting qualified students to participate, and implementing the policies outlined by the Faculty Senate Academic Honors Program Committee.

J. Director of International Programs

The director of international programs is responsible for administering university international programs and activities and for promoting all aspects of internationalizing the university. In carrying out this responsibility, the director works with the International Programs Faculty Advisory Council in establishing a strategic plan and identifying the foci for international activities most beneficial to the university, seeks to acquire external funding for international activities, develops affiliations with international universities and other agencies, develops and promotes university study-abroad programs, and identifies highly qualified appointees to the Thomas W. Rivers Endowed Chair in International Studies.

Two coordinators report to the director: the International Student Exchange Program (ISEP) coordinator, who is responsible for publicizing, recruiting for, and administering ISEP; and the study-abroad/National Student Exchange coordinator, who is responsible for publicizing, recruiting for, and administering the NSE and ECU study abroad and exchange programs.

K. Registrar

The registrar, aided by the associate registrar, supervisory personnel, and a clerical staff, supervises the central records office, plans and executes registration of students each semester and summer session, assigns classroom space for classes and meetings, issues grades at the end of each semester and summer session, issues transcripts, mails diplomas to graduating students, and maintains a computerized student data base.

L. Administrative Council

The Administrative Council, convened by the Chancellor, includes the Chancellor, and designated members of the Chancellor's staff, the Vice Chancellors and designated members of their staffs, the deans, and directors with academic or public affairs missions. The Council meets monthly, often hosted by the respective deans, to discuss matters of importance to the administration of East Carolina University and to advise the Chancellor on such matters.

M. Leadership Forum

The Leadership Forum, convened by the Chancellor, includes the membership of the Administrative Council, other members of the University administration deemed appropriate by the Chancellor, and representation of the faculty by the Chair of the Faculty. The Forum normally meets three times each semester and once during the summer months to discuss matters of importance to the leadership of East Carolina University and to advise the Chancellor on such matters.

IV. Division of Administration and Finance

A. Vice Chancellor for Administration and Finance

The board of trustees of the university has directed that all business functions for operation of the university be the responsibility of the chief business officer, who has the title of vice chancellor for administration and finance and who is responsible to and under the general supervision of the chancellor. This officer plans, directs, and coordinates all business affairs of the university for organization and supervision of fiscal and budgetary operations, personnel administration, public safety, computing and information, environmental health and safety, and systems accounting.

The vice chancellor for administration and finance also plans, directs, and supervises the preparation of all budgets for review and adoption by the chancellor and board of trustees to be submitted to the Board of Governors of The University of North Carolina and Department of Administration and further reviewed by the Advisory Budget Commission for recommendation to the state legislature. Budget preparation includes such factors as present operating costs; estimated receipts; operating expenses due to expansion of physical plant, enrollment, and costs of utilities and service contracts; requests for new programs, expanded services, salaries and additional faculty to reduce the student-faculty ratio, and requests for capital improvements. Those officers reporting to the Vice Chancellor for Administration and Finance are listed in *Part IX, Organization Chart for East Carolina University*. Some of the responsibilities of those officers are described below.

B. Comptroller

The comptroller plans, directs, and supervises all accounting and budget functions related to the fiscal operation of the university, including appropriated funds, grants, auxiliaries, student funds, trust funds, and foundations. This office maintains internal controls to ensure sound fiscal policy.

C. Director of Computing and Information Systems

The director, reporting to the vice chancellor for administration and finance, leads planning and development of information systems and resources. This officer receives guidance from the Information Resources Coordinating Council regarding formulation, interpretation and implementation of university information and data management policy. The director manages various information resources, including the computing center staff, the computing equipment, the broadband communications network, and the telecommunications systems.

D. Director of Environmental Health and Safety

The environmental health and safety director is responsible for the overall planning and implementation of the safety and health programs for the university in conformity with the Occupational Safety and Health Act (OSHA) of North Carolina, the Environmental Protection Agency, and other state and federal regulations.

E. Director of Human Resources

The human resources director plans, directs, coordinates, and administers the university personnel program involving recruitment, employee relations, counseling, interviewing, selection, transfer, promotion, recommendation of salaries, classification of non-faculty personnel, and training and staff development. The director also interprets applicable policies and regulations to provide an efficient and effective work force for operation of the university.

F. Director/Chief of Police

The director/Chief of Police is responsible for the university's police department. The police functions include the safety and protection of students, staff, and visitors as well as the buildings and other properties on the campus.

- G. Director of Systems Coordination
Systems accounting serves as a liaison between the automated financial system users and the programmers of those systems. This department also completes specialized projects on behalf of the vice chancellor for administration and finance.

V. Division of Health Sciences

- A. Vice Chancellor for Health Sciences
The vice chancellor for health sciences is responsible to the chancellor of the university for policy and operations relating to all academic and clinical aspects of the university, except those of the division of academic affairs. The vice chancellor also coordinates the activities of the academic and support units described below. The vice chancellor administers policies of class attendance and academic discipline, approves departmental requisitions for purchase of instructional supplies and equipment, and assigns all classrooms and office space allocated for instructional purposes. In addition, the health sciences officer is responsible for the editing and publication of the official bulletins and catalogs pertaining to the division and/or components. Those officers reporting to the Vice Chancellor for Health Sciences are listed in *Part IX, Organization Chart for East Carolina University*. Some of the responsibilities of those officers are described below.
- B. Unit Administrators
The deans of the professional schools of Allied Health, Nursing and Medicine are unit administrators in all incidences except for those pertaining to Appendix D. , in which case the department chair is the unit administrator. The dean is responsible for instruction, research and association with the Eastern Area Health Education Center. Additionally, the dean of the School of Medicine is responsible for the Medical Faculty Practice Plan. The deans within the Health Sciences Division are appointed by the chancellor and are responsible to the vice chancellor for Health Sciences. As unit administrators, the deans preside at faculty meetings, can appoint ad hoc committees, assist with the orientation of new faculty members, act on requests for travel funds, and lead the faculty in promoting professional growth and good public relations. The duties of the deans of health sciences are described in School Codes and in the Faculty Manual, Part VIII, III, B1-3. (In some units, the elected faculty chair can preside at faculty meetings.) **(Faculty Senate Resolution #98-6, February 1998)**
- C. Director of Health Sciences Library
The director is responsible for the budget, policies, programs, and long-range planning for the Health Sciences Library. Library services are provided to students and faculty in the Schools of Allied Health Sciences, Medicine, and Nursing and to physicians and other health providers in the local community and throughout eastern North Carolina. The library is strongly involved in student educational programs which foster computer literacy. In addition, the director has responsibility for appointments, promotion, tenure, and other matters pertaining to the library's faculty. The director of the Health Sciences Library reports to the vice chancellor for health sciences. The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Libraries Committee.

VI. Division of Institutional Advancement

- A. Vice Chancellor for Institutional Advancement
The primary function of the vice chancellor for institutional advancement is to facilitate greater public understanding and awareness of the purposes and achievements of the university and to generate additional non-appropriated resources from individuals, corporations, foundations, and governmental agencies to improve the quality and status of the academic programs of East Carolina University. Offices reporting to the vice chancellor include institutional advancement, alumni relations, Regional Development Institute, the Center for Applied Technology, and the Small Business and Technology Development Center. Those officers reporting to the Vice Chancellor for Institutional Advancement are listed in *Part IX, Organization Chart for East Carolina University*. Some of the responsibilities of those officers are described below.
- B. Assistant to the Vice Chancellor for University Relations and Alumni Affairs
The assistant to the vice chancellor directs a comprehensive alumni affairs program and holds the title of executive secretary of the ECU Alumni Association, Inc. In addition to assisting with the duties of the vice chancellor, the assistant represents the formal link to the university for former students and seeks to develop a relationship with them conducive to the support of the university's programs. The assistant also plans and implements programs to encourage involvement from alumni through volunteer efforts and gifts of financial resources.
- C. Director of Institutional Advancement
The director of institutional advancement provides managerial direction and coordination for the fund raising activities conducted by academic and administrative units of the university. As part of this responsibility, the director provides guidance and supervision to the directors of the Chancellor's Society, the annual giving, planned giving, parents, gift records, and research programs. Annual giving involves telephone, direct mail, and personal solicitation of alumni and other friends of the university. The Planned Giving Program concentrates on development of deferred gifts and endowments. The Parents Program seeks to personalize the university experience for those whose students are enrolled at the university and to encourage their financial support of the institution.
- D. Director of Small Business & Technology Development Center
The director of the Small Business & Technology Development Center is responsible for providing high quality, substantive consultative services to small businesses, both start-up and operational; providing management and

technical assistance services, developing and coordinating local resources; conducting research as necessary; developing and conducting appropriate training; delivering special emphasis programs as directed by the state headquarters; and providing advice and counsel to support greater economic development and job creation within the assigned region.

E. Director of the Center for Applied Technology

The director of the Center for Applied Technology is chief administrative officer of the center, makes regional businesses and industries aware of university resources, assists businesses and industries in defining specific needs, designs, programs, and identifies faculty consultants to address work place needs, supervises and evaluates consulting services, establishes operational procedures, and plans the development of the center. The director has responsibility for the center's financial security and works with the advisory board of directors and the faculty.

F. Director of the Regional Development Institute

The director of the Regional Development Institute is assisted by development specialists in the fields of marketing, industrial development, community development, international services, resource development, land-use planning, environmental regulations, research analysis, and management and financial counseling. The institute, using its own capabilities and resources, as well as those of the university, engages in applied research related to the development of eastern North Carolina. In addition to its functions sponsored by the university, the institute undertakes research and development projects for industry, governmental agencies, foundations, and private groups.

VII. Division of Student Life

A. Vice Chancellor for Student Life

The Division of Student Life actively supports the university's mission of education, research and service by providing comprehensive programs and services to assist each student to develop intellectually, socially, and culturally. The division promotes this development by fostering a community of learning which encourages individual student involvement and participation. The Division of Student Life provides a broad range of support services, activities, and programs which seek to enhance learning; accommodate the diverse needs of all students; assist students in meeting their basic needs for financing, housing, nutrition, and physical and mental health; provide the means for students to become active participants and leaders in their own learning; assist students in developing logical thought processes and sound decision-making skills; and assist students in developing an appreciation of the arts. Moreover, the division seeks to contribute to the development of the whole individual by fostering in each student a deeper appreciation of the importance of life-long learning, individual responsibility, and human diversity. Those officers reporting to the Vice Chancellor for Student Life are listed in *Part IX, Organization Chart for East Carolina University*. Some of the responsibilities of those officers are described below.

B. Assistant Vice Chancellor and Director of Intercultural Student Affairs

The assistant vice chancellor and director of the office of Intercultural Student Affairs is responsible to the vice chancellor for student life for designing programs and activities that meet the personal, social, and academic needs of intercultural students. The director is also responsible for assisting all students in their understanding and appreciation of people and cultures different than their own.

C. Assistant Vice Chancellor and Director of Research, Assessment, and Testing

The assistant vice chancellor and director of the office of Research, Assessment, and Testing reports directly to the vice chancellor for student life and is responsible for conducting appropriate University-wide assessments of students' needs and outcomes, coordinating the assessment of program effectiveness for the division, and disseminating research findings to internal and external publics. The director collaborates with the office of Planning and Institutional Research and other departments across the University to enhance the educational experiences of the students. The director is responsible for the supervision of the University Testing Center which administers national testing program examinations, professional and state licensing examinations, and individual tests such as correspondence exams.

D. Dean of Students

The dean of students has direct responsibility for the administration of program planning, budgeting, and evaluation of the campus judicial system. The dean advises student judicial boards; serves as adviser to the fraternity system; administers university excuses, withdrawals, and campus canvassing and soliciting policies; coordinates and supervises parents' day; supervises professional staff responsible for university unions and student activities, intramurals, recreation and leisure services, student leadership programs, and the social sorority system. The dean of students assumes responsibility for the Division of Student Life in the absence of the vice chancellor for student life.

E. Dean of Student Development

The dean of student development reports directly to the vice chancellor for student life and is responsible for the direction of a comprehensive student development program. Reporting directly to the dean are the Counseling Center, Career Services, orientation, resident education, the office of Health Promotion and Wellness, and the office of Student Development for Special Populations (disabled students, international students, minority students, nontraditional students, and commuter students).

F. Assistant Dean of Student Development

The assistant dean of student development is director of special populations. He or she serves as international student adviser; coordinator of off-campus housing, commuter services, and nontraditional student services; and supervises the coordinator of handicapped student services and the director of the Program for the Hearing Impaired.

- G. Director of Career Services
The office of Career Services maintains credential files on all who register with the service. Registration is open to all East Carolina University seniors and graduate students in the last academic year of study. Registrants' resumes which are in the active files are available to employers. Upon request by the student or by the employer, a registrant's credentials will be sent to the employer. Registrants are also eligible for interviews with recruiters who visit the campus each semester. The director oversees job search workshops including career information seminars, interviewing skills development, and resume writing techniques, which are regularly scheduled in the office and in various units across campus. The director works with career education coordinators, who are appointed in each academic department to coordinate and assist with career-related activities in their respective areas.
- H. Director of the Center for Counseling and Student Development
The director of the Center for Counseling and Student Development administers programs and services offered by the student Counseling Center. The director is responsible for supervising professional and support staff activities, establishing center priorities and goals, and evaluating staff efficiency. The director encourages and promotes development of collaborative working relationships with academic departments and schools as well as other units within student life in order to strengthen and promote student development activities. The major role of the Counseling Center is to provide the best counseling support services (assessment, counseling, referral) for students while they are enrolled at the university. Services are directed toward student development in the areas of responsible living and positive coping skills. This is accomplished through provision of individual counseling, a variety of developmental and support groups, guest lectures on mental health issues, and consultation with faculty and staff regarding student issues.
- I. Director of Dining Services
The department of Dining Services offers a comprehensive food service program for students, faculty, and staff, as well as an extensive catering and summer conference program. The director of Dining Services, who is the administrator of the dining services contract, has overall responsibilities for services in all dining areas; for maintenance of the computerized meal plan access control system; for marketing and advertising, student surveys, public relations, and special promotions; for fiscal control with monthly operating reports, budgets, and audits; and for long-term planning including dining hall renovations, equipment replacement, and facility expansion projects.
- J. Director of Disability Support Services
The director of the department of Disability Support Services oversees the various components which allow students with disabilities to access the programs and services of the University. The coordination of interpreting services, alternative testing, barrier removal, assistive technology, and student counseling are aspects of the position which directly impact students. Outreach to faculty and the community regarding students with disabilities is also critical. Both Spring and Fall graduation ceremonies are coordinated by the Director.
- K. Director of Health Promotion and Well-Being
The director of Health Promotion and Well-Being is primarily responsible for the development and provision of knowledge and skill based programs in the health and well-being areas. These areas include, but are not limited to, programs and workshops addressing the use and abuse of alcohol and other drugs, plus physical, nutritional, and emotional well-being. The director coordinates health promotion and well-being programs for departments within the division of Student Life and the University and chairs of the DSL Coordinating Committee for Campus Well-Being.
- L. Director of Ledonia Wright African-American Cultural Center
The director of Ledonia Wright African-American Cultural Center is responsible for the day-to-day operations of the Center as well as developing and implementing comprehensive educational, cultural, and social programming and all support services within the Center. The director oversees budgeting, planning, selecting, promoting, presenting, and evaluating events sponsored by the Center. The director is responsible for policy development, procedures, and formulating goals. He/she also engages in extensive planning of programs, community outreach, conducts workshops, training seminars, and lecture presentations and assists with research and assessment .
- M. Director of Orientation and the First Year Experience
The director of student orientation directs, coordinates, and supervises the development and implementation of the New Student Orientation Program for the university. With assistance of virtually all departments within the university community, the director provides academic and student life information for all new students. Also, the director is responsible for the Parent Orientation Program, during which information from academic affairs, student life, administration and finance, and institutional planning is provided to parents of new students. As coordinator of The Freshman and the University Program, the director is primarily responsible for developing, teaching, and coordinating the orientation course, COAD 1000. The director also acts as academic adviser for the General College and counsels students.
- N. Director of Recreational Services
The director of recreational services is responsible for providing an extensive offering of recreational programs and services for the university's students, faculty, and staff. With assistance from SPA and EPA staff, the director plans, administers, and supervises departmental programs, which include men's, women's, and co-recreational intramural sports activities, drop-in informal recreation, club sports, physical fitness programs, equipment check-out services, outdoor recreation, new adventures program, non-credit instructional classes, sports care services, and recreational services for handicapped students. The director is also responsible for formulation and implementation of program

policy, budget administration and management, public relations, university liaison, and supervision and evaluation of programs and staff.

- O. Director of Resident Life
The director of resident life is responsible for the planning and coordination of the student life program within the residence hall system. With the assistance of professional and paraprofessional staff, this office is responsible for the interpersonal and academic well-being of all residential students. This is accomplished through policies which enhance community development, through programs and activities to meet the developmental needs of students, and through structured, comprehensive disciplinary procedures. The director is also responsible for budgeting and administration, liaison with other departments and public relations, as well as the supervision, recruitment, evaluation, and training of all staff. In addition, the department provides student leadership development through support of the Residence Hall Association and individual hall councils.
- P. Director of Student Financial Aid
The director of Student Financial Aid administers the various programs which are available to provide financial assistance to students. The director and staff are responsible for the counseling of students about their budget expenses and financial aid opportunities, for the evaluation of financial aid applications, and for the allocation of resources to students who are to receive assistance. The director is assisted in the conduct of duties by the advice of the Faculty Senate Academic Student Scholarships, Fellowships, and Financial Aid Committee.
- Q. Director of the Student Health Services
The director of the Student Health Service is charged with the responsibility of overseeing the health care provided for the East Carolina University student body. He or she directs the operation of the Student Health Center's staff and the delivery of quality health care within a budget funded by student health fees. The director is charged with supervising and encouraging the delivery of health education at the Student Health Center in informal discussions, group non-credit discussions on campus, and formal academic lectures upon request of the instructor. The Student Health Center offers comprehensive ambulatory health care, providing the ECU student with a convenient source for help with health problems.
- R. Director of University Housing Services
The director of university housing services is responsible to the vice chancellor for student life for providing high quality housing for on-campus students. High quality housing mandates extensive planning for major renovations to meet the needs of changing student development programs. Through planning, supervision, and organization, the director is responsible for budget administration and management; coordination of all maintenance, repairs, and renovations of residence halls; contracting and assigning housing for students; and student services which include safety and security, fire safety, and auxiliary services of food handling, laundry facilities, mail delivery, and the communications systems.
- S. Director of University Unions
The director of university unions, adviser to the Student Union, and co-adviser to the Student Government Association. Under the supervision and direction of this officer, the staff of the department of University Unions coordinates professional entertainment and cultural events at the university, the university central reservations office, the university ID card system, and public-sponsored events presented on campus. The assistant vice chancellor is responsible for negotiating and signing all contracts relative to campus activities.

VIII. Division of Research

- A. Vice Chancellor for Research
The vice chancellor for research has dual responsibility for graduate programs and research. These responsibilities are carried out through the activities of staff members in the Graduate School office, the office of Sponsored Programs, and the office of Technology Transfer. The vice chancellor for research/dean of the Graduate School is responsible for the operation of these offices including fiscal management and reporting. The vice chancellor for research/dean of the Graduate School also provides administrative oversight for several programs which are primarily research or with a substantial cross disciplinary research component including the Institute for Coastal and Marine Resources and the Center on Aging. Those officers reporting to the Vice Chancellor for Research are listed in *Part IX, Organization Chart for East Carolina University*. Some of the responsibilities of those officers are described below.
- B. Dean of the Graduate School
At present, the vice chancellor for research also serves as the dean of the Graduate school. The Graduate school is responsible for admission of students and provides academic oversight for all post-baccalaureate degree program tracks (excluding MD degrees) by the implementation and execution of policies, rules, regulations, and procedures established by the graduate faculty and the Graduate Council. The dean works closely with the members of the graduate faculty through the Graduate Council and its committees as the chief executive officer of the Graduate School and chairperson of the graduate faculty and Graduate Council. The dean is also responsible for advising and assisting schools and departments in the planning, development, and implementation of new graduate programs and for coordinating with the general administration of The University of North Carolina all new program proposals advanced by schools and departments. See *Appendix F, Graduate School Organization*.
- C. Director of the Center on Aging
The director of the Center on Aging administers the research and service programs of the center and coordinates the university's gerontology minor.

- D. Director of the Institute for Coastal and Marine Resources
The director of the Institute for Coastal and Marine Resources administers the various research programs of the institute and coordinates the university's coastal marine studies minor.
- E. Director of the Office of Sponsored Programs
The director of the office of Sponsored Programs is responsible for all pre-award activity involved in preparation of grants, contracts, and memorandums of understanding and for their submission on behalf of the university to external agencies for faculty projects. The director is responsible for the administration of this office in support of faculty activity in securing external funding for programs supporting research and creative activities, training, and service. It reports sponsored program activity and ensures compliance with policies and guidelines of the State of North Carolina and The University of North Carolina General Administration as well as state, federal, and private funding agencies. It provides informational and educational programs and strategies which enhances the ability of faculty to compete successfully for external funds to support research, training, and service programs on campus. See *Part VII, Research Information*.
- F. Director of the Office of Technology Transfer
The director of the Office of Technology Transfer is responsible for the management of the transfer process of inventions and discoveries from the university to the private and public sectors. Such responsibilities include receiving all confidential disclosures, assessing patent potential, drafting licensing agreements, and handling marketing initiatives for selected intellectual properties.