

Administrative Officers of the University

Updated January 2011, July 2014, July 2015, June 2017, February 2018

President of the University

The President of the University shall be the chief executive officer of the University. The Board of Trustees and the President shall agree upon a written description of the duties and responsibilities of the President. The President shall direct the institution, subject to the philosophy, principles and policies provided in the Sponsorship Manual of the Sisters of Charity and the directives of the Board of Trustees. The President of the University is a member of the Board of Trustees and shall serve as an *ex-officio* voting member on all committees of the Board and shall make a report on the administrative affairs of the University at each meeting of the Board of Trustees. The President, unless some other person is specifically authorized by written University policy or by vote of the Board of Trustees, shall sign all contracts and written instruments in the name of the Corporation.

The President presides at meetings of the President's Cabinet and may convene special meetings of faculty, staff and/or students as the presiding official. The President receives faculty rank and status, but does not receive tenure by reason of presidential appointment. The Board of Trustees is responsible for the job performance, evaluation and contractual arrangements with the President.

Provost

The Provost of the University reports to the President and serves as a member of President's Cabinet. The Provost is an academic, student affairs, enrollment and technology leader, a decision-maker on issues that transcend individual departments, and is responsible for communication to and among faculty, admission, student affairs and technology professionals, and the administration. She/he supervises and directs all curricular and instructional matters, degree programs, faculty academic planning, faculty and student recruitment, student affairs functions that contribute to the quality of student life, and the campus-wide information solutions and technology that support University operations. She/he recommends all faculty appointments and terminations. The Provost may convene the faculty or student groups and serve as the presiding officer. The Provost shall make a report on the academic affairs of the University at each meeting of the Board of Trustees and serve as administrative liaison to board committee(s) as appropriate.

Reporting to the Provost are those individuals responsible for implementing academic and academic support services, student life, admission, institutional research, diversity and inclusion, and technology programs and services as shown by the organizational chart. The Provost

receives faculty rank and status, but does not receive tenure by reason of appointment. The President regularly evaluates the performance of the Provost with input from the faculty and those who report to her/him.

Chief Financial Officer

The Chief Financial Officer serves as the University's chief fiscal officer and Treasurer of the Corporation. Reporting to the President, the CFO is responsible for the University's financial condition and integrity, overseeing its operating and capital budgets, invested assets, business activities, capital structure, campus facilities, auxiliary services, and third party vendors. The CFO assumes a strategic role in the overall management of the University. The CFO serves as a member of President's Cabinet and advises the President on effective allocation of resources to meet University goals. The CFO serves as administrative liaison to board committee(s) as appropriate.

Reporting to the Chief Financial Officer are those individuals responsible for the business, finance, human resource, student administrative services, campus facilities, and plant operations as shown in the organizational chart. The President regularly evaluates the performance of the Chief Financial Officer with input from those who report to her/him.

Vice President for Institutional Advancement

The Vice President for Institutional Advancement is the chief development officer of the University and is responsible for strategic planning and oversight of a fund raising program by building and enhancing relationships with constituents that have the ability and interest to support institutional mission and priorities. The Vice President develops and implements the vision for campus resource development and is responsible for all phases of the University's fundraising programs. The Vice President reports to the President and serves as a member of President's Cabinet. The Vice President serves as administrative liaison to board committee(s) as appropriate.

Reporting to the Vice President for Institutional Advancement are those individuals responsible for institutional advancement as shown in the organizational chart. The President regularly evaluates the performance of the Vice President for Institutional Advancement with input from those who report to her/him.

Vice President for University Communications

The Vice President for University Communications has responsibility for overall internal and external communications, research-based messaging, marketing, and branding activity for the University. The Vice President serves as the University's chief marketing and communications officer. The Vice President reports to the President and serves as a member of President's Cabinet. The Vice President represents and promotes the University, increasing its visibility and advancing the institution's mission, vision, and goals. The Vice President provides strategic

direction and coordinates the overall brand—visual and verbal – across academic and administrative units. The Vice President also manages the University’s positioning in the public audiences, and communicates the University’s position and policies to these audiences and other constituencies. The Vice President serves as administrative liaison to board committee(s) as appropriate.

Reporting to the Vice President for University Communications are those individuals responsible for communications, marketing graphics and branding as shown in the organizational chart. The President regularly evaluates the performance of the Vice President for University Communications with input from those who report to her/him.

Chief Compliance and Risk Officer

The Chief Compliance & Risk Officer is responsible for the integration of governance, risk management, public safety, and compliance activities for the University. This position serves as Corporate Secretary and as a member of the President’s Office staff and President’s Cabinet. This position, in collaboration and cooperation with campus academic and administrative officers and managers, is expected to conscientiously pursue a community environment that holds itself accountable to the intent and the spirit of legal and policy authorities and the mission of the University. The CCRO serves as administrative liaison to board committee(s) as appropriate.

Reporting to the Chief Compliance and Risk Officer are those individuals responsible for compliance, risk and public safety as shown in the organizational chart. The President regularly evaluates the performance of the Chief Compliance and Risk Officer with input from various campus constituencies.