Administrative Officers and Staff

A. President of the University

The charter of the university provides that the president "shall be the chief officer of the corporation and the University, charged with the duty of administering the affairs of the corporation and the University under the authority, direction, and control of the Board of Trustees..." The Bylaws further specify that the president’s responsibilities include the "maintenance of the educational work of the University..." serving as the official medium of communication between the Faculty and the Board of Trustees... preparation and presentation...of the budget of the University...," and executing official documents for the corporation.

B. Provost/Vice President for Academic Affairs

The provost/vice president for academic affairs has a twofold purpose.

1. As provost, the responsibilities include the internal administrative operations of the university and the ability to act in the absence of the president. Providing leadership and direction for the long-range planning process, and annual priorities for action, and the budget, the provost/vice president for academic affairs is responsible for developing, maintaining, coordinating and integrating effective programs in:

   a. Academic affairs
   b. Student life
   c. Institutional research
   d. Sponsored programs
   e. Cultural affairs
   f. Elon University School of Law

   The provost/vice president for academic affairs consults as appropriate with the office of development and also serves as assistant secretary and assistant treasurer of the Board of Trustees.

2. As vice president for academic affairs, the responsibilities include:

   a. Providing intellectual and administrative leadership of the faculty and academic support staff
   b. Overseeing the development of the academic program and the assessment of student academic performance
   c. Recruiting, orienting, developing and evaluating the faculty
   d. Developing and administering the curriculum
e. Supervising the academic support programs
f. Developing and recommending the academic budget, in consultation with deans, department chairs and program directors

3. The provost/vice president for academic affairs reports to the president.

C. Vice President for Business, Finance and Technology

1. The vice president for business, finance and technology is the senior business and financial officer, providing leadership in:

   a. Development of business, strategy
   b. Policies and procedures governing financial and personnel matters
   c. Management of business and finance operations, auxiliaries and entrepreneurial ventures
   d. Physical plant
   e. Campus technology planning and implementation

2. The vice president for business, finance and technology reports to the president and, additionally, serves as treasurer of the corporation.

D. Vice President for University Advancement

1. The vice president for institutional advancement has the following responsibilities:

   a. Organizing and implementing a successful outreach and development program
   b. Creating partnerships with constituencies
   c. Designing and implementing campaign strategies to realize the institution's long range plan
   d. Developing the Greensboro community for Elon University

2. The vice president for institutional advancement serves as the university’s chief development officer and reports to the president.

E. Vice President for Student Life and Dean of Students

1. The vice president for student life and dean of students coordinates services and programs, which complement the academic curriculum and enhance out-of-class learning and personal development. Program areas include:

   a. Campus recreation
   b. Counseling services
   c. Elon experiences program
   d. Family weekend
e. Greek life  
f. Health services  
g. Center for leadership  
h. Moseley campus center  
i. Multicultural center  
j. Truitt center for religious and spiritual life  
k. Residence life  
l. Kernodle center for service learning and community engagement  
m. Student activities  
n. Student conduct  
o. Student media  
p. Student government association  

2. The vice president for student life and dean of students provides leadership for:
   a. Building positive student morale  
   b. Maintaining campus order  
   c. Managing student crises  

3. The vice president for student life and dean of students is the chief student life officer and reports to the provost/vice president for academic affairs.

F. Vice President for Admissions and Financial Planning

1. The vice president for admissions and financial planning has responsibility for leading all aspects of new student enrollment for the undergraduate and graduate programs, excepting the School of Law, and financial planning operations. The vice president serves as a liaison to all university constituencies, representing enrollment interests.

2. The vice president works closely with the dean of admissions and the director of financial planning to ensure a steady and adequate enrollment of qualified students, both new and returning.

3. The vice president of admissions and financial planning is the chief admissions officer and reports to the provost/vice president for academic affairs.

G. Executive Vice President

1. The executive vice president serves as a primary advisor to the president, oversees projects or programs at the president’s request, and serves as a liaison between the president and selected constituents.
2. The executive vice president directly supervises the vice president of university communications and the vice president for admissions and financial planning. In consultation with the president, the executive vice president works on a daily basis with the director of athletics.

3. The executive vice president serves as a resource to the provost and serves on a variety of university committees, including strategic planning, budget, staff advisory council, and senior staff.

H. Director of Athletics

1. The director of athletics oversees the entire athletics department, reports to the president, and works directly with the executive vice president.

2. The director of athletics is responsible for the strategic planning, marketing, and program development of the athletics department.

3. The director of athletics ensures full compliance with NCAA rules and university standards. The director of athletics develops and manages the department’s operational budget and financial affairs, as well as raises funds for the department and works with donors.

4. The director of athletics ensures the academic excellence and integrity of student athletes and the effective management of athletic facilities and events.

5. The athletic director directly supervises athletics staff responsible for administration, compliance, campus relations, business and operations, women’s athletics and equity, and development for athletics, as well as supervises the head men’s basketball and football coaches.

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