

FACULTY HANDBOOK

CHAPTER VII

ADMINISTRATIVE AND ACADEMIC POSITIONS AND AREAS OF RESPONSIBILITY

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POSITION SPECIFICATIONS

Classification and Qualification Standards for all non-academic positions are maintained in [Human Resources](#). It is the direct responsibility of the Director of Human Resources to administer the classification system and to insure that all non-academic employees are properly classified. Copies of the Classification and Qualification Standards are available for inspection in the [University Library](#) and can be found on the [Chancellor's Office](#) web page.

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CONSULTATION RELATED TO APPOINTMENT OF ADMINISTRATIVE POSITIONS

The University observes a policy of collegiality that includes the participation of faculty, staff, and students (where appropriate) on search committees that review the applications of persons applying for administrative positions in the University. These committees will have access to documents relating to the candidates, will participate in the interview process, and make their recommendations known to the President or other administrator, who is responsible for making the appointment.

Unless specified otherwise below, all search committees for administrative positions not under the Division of Academic Affairs, at the level of Associate Vice President or higher, will have a minimum of two General Faculty members, appointed by the President in consultation with the Senate Executive Committee (Academic Senate Resolution [#19-05/06-EX](#), March 7, 2006)

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PRESIDENT OF THE UNIVERSITY

The [President](#) is the chief administrative officer of the University. Authority is delegated to the President by the [Chancellor of The California State University](#). The President, in turn, delegates authority for the performance of assigned duties and functions to those with line assignment immediate to the President. These are the [Provost and Vice President for Academic Affairs](#), the [Vice President for Administrative Affairs](#), and the [Vice President for Enrollment Management and Student Affairs](#), the [Vice President for University Advancement](#), the [Senior Associate Vice President for Human Resources and Faculty Affairs](#), the [Director of Athletics](#), and the Chief of Staff.

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ASSOCIATE VICE PRESIDENT ~ MARKETING & COMMUNICATIONS

The Associate VP for [Marketing & Communications](#) leads a team responsible for strategic marketing efforts, public information, engagement of key audiences, enhancing the University's reputation, and select campus-wide events including commencement. The projects and activities of "Marcom" are varied. They include producing the University magazine, overseeing top level websites and templates, handling central social media efforts, printing a variety of materials, writing articles and other content, pitching

stories to media, designing print pieces and other communications material, maintaining graphic standards, and handling bulk mail projects. The position reports to the Vice President for Advancement.

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CHIEF OF STAFF

Reporting directly to the [President](#), the Chief of Staff provides executive-level support to the University President in order to advance the university's mission through effective, efficient, and strategic support of the President's priorities and vision for the institution, commitment to excellence, teamwork, and exemplary service. The Chief of Staff performs the work involved on the basis of a very close working relationship with the President, Vice Presidents and executive staff and is expected to develop recommendations that involve subtle, sensitive, and sophisticated relationships that take into account divergent and often contradictory demands and reactions. The Chief of Staff performs a wide range of executive and high level academic and operational duties of broad scope and complexity requiring outstanding professional ability, exceptional organizational skills, originality, mature judgment, and a thorough knowledge of the academic and administrative programs and organizational structure of the campus. The Chief of Staff oversees the daily top-level activities related to [Athletics](#), [Academic Personnel Services](#) and [Human Resources](#), the [California Center for Rural Policy \(CCRP\)](#) and Ombudspersons and other campus units as designated. The Chief of staff is the primary point of contact for all legal issues facing the campus.

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DIRECTOR ~ NATURAL HISTORY MUSEUM

The Director of the [Natural History Museum](#) reports to the Dean of the [College of Natural Resources & Sciences](#). This staff member maintains the existing collections of the museum, makes recommendations for new acquisitions, writes grants and develops other fund raising proposals. The Director develops and coordinates community education programs, assists HSU faculty and students in using the collections for instruction or research, and coordinates volunteer and docent activities relating to the Museum Store and visitor services. He or she prepares and monitors an annual budget, makes periodic reports to the NHM Steering Committee and serves as a technical advisor and curator as needed.

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VICE PRESIDENT OF UNIVERSITY ADVANCEMENT

The [Vice President of University Advancement](#) provides leadership for all strategic and operational aspects of campus fundraising, including major gifts, deferred gifts, annual giving and corporate and foundation support. In collaboration with the University [President](#), Vice Presidents and Deans, the Vice President plans, implements and maintains programs to optimize philanthropic support for identified campus priorities. Additionally, the Vice President is an active participant in the cultivation, solicitation and stewardship of major gifts. The Vice President of University Advancement reports to the Office of the President.

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DIRECTOR ~ UNIVERSITY BUDGET

The [Director of University Budget](#) is responsible for research, coordination, planning, and preparation of the reporting on the budget matters for the state-funded operations of the University. The Director of University Budget reports to the [Vice President for Administrative Affairs](#).

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FACULTY ATHLETIC REPRESENTATIVE

The President appoints one faculty member as a representative who will attend regular meetings of the affiliated athletic conference. The [University Senate](#) regards the individual holding the title "Faculty Athletic Representative" as a faculty member who represents the University.

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PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The [Provost and Vice President for Academic Affairs](#) is the chief administrative officer for the entire instructional program of the University. The Provost is administratively responsible to the [President](#), but additionally represents the academic community. Functions of the Provost are implemented through those who are directly responsible to that office and who have line function. These are: [Dean, College of Arts, Humanities and Social Sciences](#); [Dean, College of Natural Resources and Sciences](#); [Dean, College of Professional Studies](#); [Dean, University Library](#); [Vice Provost of Academic Programs and Dean of Undergraduate and Graduate Studies](#); [Chief Information Officer, Information Technology Services](#); [Dean of Research, Economic, & Community Development](#); [Director of Institutional Research and Planning](#); [Director of the Center for International Programs](#); [Director of Diversity & Inclusion](#); [Associate Vice President of Retention and Inclusive Student Success \(RISS\)](#); and [Associate Vice President, College of eLearning & Extended Education](#).

The search committee for the Provost and Vice President for Academic Affairs position shall consist of:

- Faculty members, one from each college and one from the University Library, elected by the faculty of the Colleges and the University Library.
- One or two non-academic staff members selected by the President or designee.
- One or two deans appointed by the President or designee.
- One vice president appointed by the President.
- Two students, one undergraduate and one graduate, selected by the Associated Students.
- The President or designee may select one or more members in consultation with the Executive Committee of the Senate. These members will serve to represent areas or issues not represented by the above.
- The President or designee will appoint the chair of the search committee.

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ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

The Associate Vice President for [Faculty Affairs](#) serves as the [Provost's](#) liaison to faculty, department chairs and administrators on faculty contract interpretation; processes grievances filed by faculty; advises administration in Unit 3 arbitrations; oversees the [Faculty Fee Waiver Program](#); prepares materials pertaining to administrative appointments and probationary faculty appointments; assures compliance for hiring and evaluation processes for part-time faculty, probationary faculty, and academic administrators; and oversees the recruitment process for faculty.

The Associate Vice President for Faculty Affairs reports to the President and oversees the staff in [Academic Personnel Services](#). The Associate Vice President's responsibilities include: advising the University faculty and administration on matters relating to academic personnel, including those pertaining to the Faculty Collective Bargaining Agreement (CBA) and its implementation as well as the contract with the Academic Student Employees CBA; advising the Provost, Deans, Department Chairs, and Search Committees in matters related to the recruitment of faculty, and reviewing the search process

at all levels; representing the University with outside compliance agencies on faculty employment issues and coordinating with the [California State University System](#) on matters pertaining to academic personnel; participating in the organization of events for orientation and support of new faculty and other faculty development activities as appropriate; provides support for the grievance process; assists the Office of the Provost in facilitation of the retention, tenure, and promotion process; and performs all other duties as assigned.

712**ASSOCIATE VICE PRESIDENT ~ ENROLLMENT MANAGEMENT**

The Associate Vice President for [Enrollment Management](#) is chief administrative officer for the many functions involved in maintaining student academic records, registration, college/school relations, admissions, outreach and recruitment. The Associate Vice President is directly responsible to the Vice President of Enrollment Management and Student Affairs. The Director of [Admissions & New Student Programs](#), the Director of [Financial Aid](#), and the [Registrar](#), as well as other professionally qualified staff members, assist in the implementation of the functions of the Associate Vice President's office.

713**DEAN ~ RESEARCH AND GRADUATE STUDIES**

The Dean for [Research and Graduate Studies](#) is responsible for research, scholarship and creative activities, and for the administration of graduate programs. The research function includes fostering faculty and student scholarly activity, and relations with [HSU Sponsored Programs Foundation](#). Administration of graduate programs includes graduate applications; advancement to candidacy and completion of theses, projects and comprehensive exams; and graduate program review. The Dean reports to the Provost and Vice President for [Academic Affairs](#) and assists Academic Affairs with academic planning, coordination of interdisciplinary programs and scholarly efforts.

The Dean also convenes the [Graduate Council](#), which reviews the Graduate Program and makes recommendations to the [University Curriculum Committee](#) and to the Provost and Vice President for Academic Affairs.

714**VICE PROVOST FOR ACADEMIC PROGRAMS AND UNDERGRADUATE STUDIES**

The Vice Provost for [Academic Programs and Undergraduate Studies](#) serves on the staff of the Provost and Vice President for [Academic Affairs](#) and is generally responsible for policy development for and evaluation and enhancement of undergraduate programs in terms of their contribution to the broad goals of the University for students and for faculty resource planning. The Vice Provost also serves as the Provost's designee on the [University Curriculum Committee](#) and serves on a number of committees such as the [Council of Deans](#) and [Provost's Council](#) and performs other duties as assigned.

The Vice Provost is responsible for coordinating curriculum assessment, including program reviews of undergraduate and graduate majors (in cooperation with the college deans and the [Dean for Research and Graduate Studies](#)), general education, technology-mediated instruction, accreditation activities, and other curricular initiatives across the University. The Vice Provost coordinates the new program approval process with the [Chancellor's Office](#). S/he is responsible for supporting faculty development efforts leading to better teaching, learning, and advising. The Vice Provost represents Academic Affairs on university committees charged with oversight of facilities allocations, safety, efficient and appropriate

use, repair and emergency management issues. S/he provides leadership on matters related to space allocation and facilities.

The search committee for Staff Deans (Dean for Research, Graduate Studies and International Programs and Vice Provost for Academic Programs and Undergraduate Studies) shall consist of:

- Faculty members, one from each college and the University Library, elected by the faculty of the colleges and the University Library.
- One non-academic staff member selected by the [President](#) or their designee.
- One or two deans appointed by the President or their designee.
- One student member selected by the [Associated Students](#).
- The President or their designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or designee will select the chair of the search committee from among the faculty elected to serve on the committee.

The Vice Provost also has oversight responsibilities for space and facilities within Academic Affairs.

715

DEANS OF COLLEGES

The dean of a college is the chief administrative officer for an academic unit, comprised of several academic disciplines organized into departments, who serves to further the professional development of the college and its programs. A major responsibility of the dean is the effective use of the resources available to the college, both faculty and support staff. The dean is directly responsible to the Provost and Vice President for [Academic Affairs](#) and is a member of the Provost's Academic Affairs Working Group. The dean of a college is assisted in accomplishing the functions of the position by department chairs or program leaders, and such other staff as may be assigned. College Administration - Colleges are organized with department chairs or program leaders. The manner of handling the internal affairs of the college is considered a matter for determination by the college within general policies established for the university as a whole. The establishment of departments and the appointment of chairs of departments is a function of the dean of the college. The search committee for the dean of a college shall consist of:

- Six faculty members to be elected from the college.
- One non-academic staff member selected by the [President](#) or their designee.
- One or two deans appointed by the President or their designee.
- One student member selected by the [Associated Students](#).
- The President or their designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or their designee will select the chair of the search committee from among the faculty elected to serve on the committee.

716

ASSOCIATE DEANS OF COLLEGES

The associate deans of colleges are responsible for assisting their college dean with the following: confidential faculty, staff and student issues; curricular development and oversight; reviewing program self-studies and other aspects of institutional research at the college level; fulfilling reporting requirements external to the colleges; budget development and monitoring; external fund raising; coordinating class scheduling and use of facilities; monitoring faculty workload; and interacting on the

college dean's behalf with other university offices. The associate dean also represents the college dean on various college-level committees and at various university functions and serves as acting dean in the college dean's absence.

717**DEAN ~ UNIVERSITY LIBRARY**

The Dean of the University Library is the chief administrative officer of the University [Library](#), and is responsible to the Provost and Vice President for [Academic Affairs](#). The responsibilities of the position are carried out with the assistance of professionally trained librarians. The Dean maintains close contact with the various segments of the academic community. The search committee for the Dean of the University Library shall consist of the following:

- Faculty members, one from each college, elected by the faculty of the college.
- Two members of the University Library faculty elected by the University Library faculty.
- One University Library staff member elected by the University Library staff.
- One or two deans appointed by the [President](#) or their designee.
- One student member selected by the [Associated Students](#).
- The President or their designee may select one or more members in consultation with the Executive Committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or their designee will select the chair of the search committee from among the faculty elected to serve on the committee.

718**REGISTRAR**

The [Registrar](#), who reports directly to the Associate Vice President for [Enrollment Management](#), is responsible for the administration and maintenance of student academic records. The Registrar also governs registration procedures, administers academic policies, and has responsibility for the evaluation of student graduation and credential requirements. A professionally qualified staff of Transfer and Graduation Counselors/Evaluators, Administrative Analysts, a Credential Analyst, and Administrative Assistants assist in the implementation of the Registrar's functions.

719**EXECUTIVE DIRECTOR ~ SPONSORED PROGRAMS FOUNDATION**

The Executive Director of the Humboldt State University [Sponsored Programs Foundation](#) is responsible for the coordination and overall business management of the affairs of the HSU Sponsored Programs Foundation. The Executive Director plays a critical role liaising between the research community, HSU faculty, and funding agencies to optimize effectiveness of the grant administration process and HSU SPF staff. The Executive Director is directly responsible to the President of the Foundation and its Board of Directors. The official relationship of the Executive Director's Office to the University is through the Office of [Research, Economic & Community Development](#) overseen by the Dean of Research, Economic, & Community Development.

720**DIRECTOR ~ ADMISSIONS & NEW STUDENT PROGRAMS**

The Director of [Admissions and New Student Programs](#) reports directly to the Associate Vice President for [Enrollment Management](#) and directly supervises outreach, admissions operations and orientation and preview programs. The director is responsible for all aspects of multi-departmental and cross campus

coordination of all recruitment strategies, yield activities, as well as prospective and newly-admitted student operations, events, and programs. The director shares institutional responsibility for meeting enrollment goals and strategic priorities.

721**DIRECTOR ~ INSTITUTIONAL RESEARCH & PLANNING**

The [Director of the Office of Institutional Research and Planning](#), who reports directly to the [Provost and Vice President for Academic Affairs](#), is responsible for the administration of the University's instructional and institutional data. In this capacity, the Director analyzes the campus budget for instruction and develops allocation recommendations, within the various budget categories, for the operating units under Academic Affairs. The Director is the Office of Academic Affairs' liaison with the [University Budget Director](#).

722**DEAN ~ OFFICE OF RESEARCH, ECONOMIC, & COMMUNITY DEVELOPMENT (ORECD)**

The Dean of [Research, Economic, & Community Development](#) advocates for the needs of the Humboldt research community and broadens awareness of the value of HSU research, which enhances the ability to perform research in a global community. To enable the achievement of excellence by the research community, the Office of Research partners with the research community to create a culture of high achievement, promotes shared responsibility, the ethical conduct of research and compliance, as well as strategically invests in promising research and researchers. The Office of Research, Economic & Community Development works closely with the HSU [Sponsored Programs Foundation](#) Staff in achieving its mission.

723**ASSOCIATE VICE PRESIDENT ~ COLLEGE OF eLEARNING & EXTENDED EDUCATION**

The [Associate Vice President of eLearning & Extended Education](#) is the chief administrative officer for the development and administration of the extension and summer session programs of community development and community service. The Associate Vice President is directly responsible to the [Provost and Vice President for Academic Affairs](#). A professional staff assists in the implementation of the Associate Vice President's responsibilities.

724**CHIEF INFORMATION OFFICER ~ INFORMATION TECHNOLOGY SERVICES**

The Chief Information Officer (CIO) is responsible for coordinating and directing the operations of [Information Technology Services](#) to ensure that the needs of the institution and the [CSU](#) System are met, including evaluating and establishing computing priorities that support the strategic direction and goals of the University; facilitating the integration of technology into the academic and administrative functions of the University; and achieving convenient and reliable access to information services for faculty, staff and students. The CIO is directly responsible to the Provost and Vice President for [Academic Affairs](#).

725**DIRECTOR ~ FINANCIAL AID**

The Director of [Financial Aid](#) administers various programs of federal, state and institutional student aid, including the Work Study Program, scholarships, loans, and grants. The service includes providing

information about the available aid programs and counseling students about awards, budgeting, satisfactory academic progress and general financial literacy. The primary purpose of the financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend the University. The Director is directly responsible to the Associate Vice President for [Enrollment Management](#).

726

DIRECTOR ~ MARINE FACILITIES

The Director of Marine Facilities is responsible for administratively coordinating the uses of the University's [Fred Telonicher Marine Laboratory](#) at Trinidad. The Director also is responsible for coordinating use of the 90-ft. research vessel "Coral Sea" and the [scientific dive program](#). The Director reports to the Dean for the [College of Natural Resources and Sciences](#) and coordinates the work with the Marine Science Advisory Committee, which is comprised of representatives from the College of Natural Resources and Sciences.

727

PROGRAM LEADER ~ SWETMAN CHILD DEVELOPMENT LABORATORY

The Program Leader of the [Swetman Child Development Laboratory \(CDL\)](#) is a staff or faculty member of the Child Development Department in the [College of Professional Studies](#) and reports to the chair of the department. The Program Leader is responsible for administrative oversight of the CDL, and work closely with the Head Teachers on the daily operation of the children's programs as well as leading the CDL team. The Program Leader coordinates the curriculum of the program with the classes in the Child Development Department, works closely with faculty supervisors oversees collaborative activities and research projects conducted at the Child Development Laboratory. The Program Leader works closely with the CDL team on fundraising activities, parent education activities and other CDL projects.

728

COORDINATORS OF TEACHER EDUCATION

The coordinators of teacher education ([elementary](#) or [secondary](#)) are responsible to the respective [Teacher Preparation](#) program leaders. The coordinators are responsible for the implementation of the policies and procedures of the University relating to the selection and preparation of candidates for teaching credentials. They maintain relations with the public schools, and the assignment of students who are observing or are doing student teaching is their responsibility.

729

COORDINATOR ~ VETERANS ENROLLMENT AND TRANSITION SERVICES

The Coordinator of [Veterans Enrollment & Transition Services](#) provides services to veterans enrolled in the University. The Coordinator of University Veterans Enrollment & Transition Services reports to the Director of Student Access Services.

730

VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS

The [Vice President for Administrative Affairs](#) is the executive officer for most of the business functions of the University including [Business Services](#); [Budget](#); [Facilities Management](#); [Contracts, Procurement, and Risk Management](#); and the [Common Management System Project \(CMS\)](#). As the chief financial officer of the University, the Vice President reports directly to the [President](#) for all matters related to the

management and oversight of the business and financial affairs of the University, including implementation of all fiscal policies and regulations. The Vice President for Administrative Affairs also serves as the Executive Director of the [Emergency Operations Center](#).

731

DIRECTOR ~ RISK MANAGEMENT AND SAFETY SERVICES

The [Director of Risk Management and Safety Services](#), who reports to the [Vice President for Administrative Affairs](#), is responsible for matters relating to environmental health, occupational safety, and risk management.

733

ASSOCIATE VICE PRESIDENT ~ HUMAN RESOURCES

The Associate Vice President for [Human Resources](#) administers and is responsible for the following regulations and procedures for support staff: recruitment and selection; classification/pay; training and development; performance evaluation and tenure recommendation; grievance process, diversity compliance, and discipline. The Associate Vice President also administers a fringe benefit program for both faculty and support staff which includes: retirement; health, dental, and vision insurance; other insurance plans such as non-industrial disability, group life, automobile, disability, income protection, unemployment, and workers' compensation.

The Associate Vice President for Human Resources is the [President's](#) employee relations designee responsible for administering the eight support staff collective bargaining contracts. The Associate Vice President is assisted by a staff of clerical and professional/technical specialists in these various programs. Matters relating to the above-stated programs should be addressed to the Human Resources Office.

734

ASSOCIATE VICE PRESIDENT ~ FACILITIES MANAGEMENT

The [Associate Vice President of Facilities Management](#) is directly responsible to the [Vice President for Administrative Affairs](#). The Associate Vice President is responsible for the development, operation and maintenance of the physical campus and all its facilities and grounds; property management; shipping and receiving, moving and mail services; parking; for the development of the Capital Outlay Program; and for the coordination of the physical master plan (and those whose work relates to it). Overall planning and utilization of facilities is a major concern of the Associate Vice President. The Director of Plant Operations and the Director of Construction Management report directly to the Associate Vice President of Facilities Management.

735

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

The Vice President for [Enrollment Management and Student Affairs](#) is the chief administrative officer in the domain of Enrollment Management and Student Affairs. The Vice President is directly responsible to the [President](#). The functions of the Vice President are implemented by those who are directly responsible to that office, which include the directors of the:

- Housing & Residence Life- oversees Children's Center
- Dean of Students- oversees Student Access Services (Student Disability Resource Center,

Testing Center, Veterans Enrollment & Transition Services), Student Engagement and Leadership (Students Clubs and Activities and Youth Educational Services), Students Rights and Responsibilities.

- Student Health and Wellness Services
- Counseling & Psychological Services
- AVP of Enrollment Management- oversees Graduate and Undergraduate Admissions, Financial Aid, Office of Registrar, Orientation and Preview Programs, Student Academic Services Outreach Program, TRio Programs(Educational Talent Search, Upward Bound).
- University Center*
- Associated Students*

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EXECUTIVE DIRECTOR ~ UNIVERSITY CENTER AND DINING SERVICES

The Executive Director of the [University Center and Dining Services](#) directs all operations of the University Center, including the [Bookstore](#), [CenterArts](#), [Center Activities](#), and [Dining Services](#), and is directly responsible to the University Center Board of Directors, which develops policy and approves the annual budget. The Executive Director is available for consultation concerning University Center programs and services. The official relationship of the Executive Director's Office to the University is through the Office of the Vice President for Vice President for [Enrollment Management & Student Affairs](#) & the Vice President of [Administrative Affairs](#).

737

DIRECTOR ~ CAREER CENTER

The Director of the [Career Center](#) is administratively responsible for career counseling, student employment, and career placement programs. Professional and clerical staff assists in the implementation of the functions of this position. The Director is directly responsible to the AVP [Retention & Inclusive Student Services \(RISS\)](#).

738

DIRECTOR ~ CENTERARTS

The Director of [CenterArts](#) develops an annual season of performing arts and contemporary events, including a summer festival, for the benefit of the campus and regional communities. The Director also creates and directs CenterArts' outreach programs, such as workshops, master classes, and arts education activities; works with the Provost and Vice President for [Academic Affairs](#), the [College of Arts, Humanities and Social Sciences](#) Dean, and the Council of Chairs to integrate performance activities with instructional programs; and works with the Executive Director of the [University Center](#) regarding business services and ticket management. The Director for CenterArts is responsible to the Executive Director for [University Center and Dining Services](#).

739

DIRECTOR ~ STUDENT HEALTH AND WELLNESS SERVICES

The chief administrative officer for [Student Health and Wellness Services](#) has responsibility for programs and services for students. A professional staff of physicians, nurse practitioners, lab assistants, clerical assistants, pharmacists and psychologists implement the functions of the Center. The Director is directly responsible to the Vice President for [Enrollment Management & Student Affairs](#).

740**DIRECTOR ~ HOUSING & RESIDENCE LIFE**

The Director of Housing & Residence Life is responsible for all phases of on-campus student housing, including new construction, building operation, student personnel, business operations, and dining service. The Children's Center reports to the Director of Housing & Residence Life. The Director is responsible to the Vice President for [Enrollment Management and Student Affairs](#).

741**ASSOCIATE DEAN ~ STUDENT ENGAGEMENT & LEADERSHIP (SEAL)**

The Associate Dean of [SEAL](#) is responsible for student clubs & activities and [YES](#). The Associate Dean reports to the Dean of Students.

742**DIRECTOR ~ ACADEMIC SUPPORT PROGRAMS**

The Director of Academic Support Programs is responsible for the [Educational Opportunity Program](#)/Student Support Services, the [Student Disability Resource Center](#), [Learning Center](#), [Tutorial Center](#), [Testing Center](#) and the [Multicultural Center](#). The Director is responsible to the Vice President for [Student Affairs](#).

743**DIRECTOR ~ ATHLETICS**

The Director of [Athletics](#) is responsible for administrative duties in connection with the Intercollegiate Athletics program. The Director is responsible to the Vice President for [Student Affairs](#) and works through the chair of the [Department of Kinesiology and Recreation Administration](#) for matters pertaining to curriculum and facilities. Coordination is required with many segments of the campus community, including official student organizations. The Director's off-campus responsibilities include contact with the local communities, the affiliated athletics conference and the [National Collegiate Athletic Association](#). The Director of Intercollegiate Athletics is an ex officio member of the Intercollegiate Athletic Advisory Committee.

744**CHIEF ~ UNIVERSITY POLICE**

The [University Police Chief](#) directs the operations of the University Police Department. The Chief is directly responsible to the [Vice President for Administrative Affairs](#) and is assisted by a staff of [P.O.S.T.](#)-certified campus peace officers, dispatchers, and clerical assistants.

745**GENERAL MANAGER ~ ASSOCIATED STUDENTS**

The General Manager of the [Associated Students](#) serves as the administrative officer for associated student body affairs. The General Manager reports to the Associated Students' Council and the Vice President of [Enrollment Management & Student Affairs](#).

746**DIRECTOR ~ RETENTION AND INCLUSIVE STUDENT SUCCESS (RISS)**

The Director of [Retention and Inclusive Student Success](#) is responsible for the Educational Opportunity Program /Student Support Services, the [Student Disability Resource Center](#), [Learning Center](#), Tutorial Center, [Testing Center](#) and the Multicultural Center. The Director is responsible to the [Provost and Vice President for Academic Affairs](#).