

## **Administrative Structure**

### **University Policies**

Effective: 07/28/2015

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#### A. ADMINISTRATIVE STRUCTURE

Detailed job descriptions for administrative and exempt positions are available in the Department of Human Resources.

##### 1. President of the University

The President of the University serves as its chief executive and has been delegated by the Board of Governors the responsibility of organizing and coordinating the total operation of the University. The President is assisted by and delegates appropriate authority and responsibility to the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Financial Planning and Administration, and the Vice President for University Advancement. The President is also assisted by various administrative, faculty, staff and student groups to assure appropriate input on administrative and governance matters and to foster good communications at all levels.

The President is an ex-officio member of the Board of Governors and serves on the state's advisory committee to the Department of Higher Education's Coordinating Board.

##### 2. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is directly responsible to the President of the University and is charged with organizing, coordination of, and providing leadership for the academic programs of the University. Areas of responsibility include Admissions, Library, Registrar, the Colleges of Liberal Arts and Sciences and Professional Studies, the Steven L. Craig School of Business, the School of Fine Arts, Graduate Studies, the Western Institute, Student Academic Support Services and duties assigned by the President of the University.

##### 3. Vice President for Student Affairs

The Vice President for Student Affairs is directly responsible to the President of the University and is charged with organizing, coordination, and providing leadership for the Student Affairs area of the University. Areas of responsibility include Health and Wellness, Student Development and Student Services.

##### 4. Vice President for University Advancement

The Vice President for University Advancement is directly responsible to the President for the organization and coordination of development programs designed to establish community understanding, and private financial support for the University. This position also provides leadership to the following areas of responsibility: alumni, University relations, publications, and other duties as assigned by the President of the University.

The Vice President for University Advancement also serves as the Executive Director of the Missouri Western State University Foundation, Inc.

#### 5. Vice President for Financial Planning and Administration

The Vice President for Financial Planning and Administration is directly responsible to the President of the University for the fiscal and administrative affairs of Missouri Western State University. He also serves as the Treasurer for the Board of Governors and the Institute for Industrial and Applied Life Sciences.

The Vice President provides leadership and oversight for the following university functions: bursar, information technology, human resources, physical plant (grounds, custodial, mechanical and building trades), university police, parking, student financial aid, budget, accounting services, investments, purchasing, risk management, capital and construction management, bookstore, and food services.

#### 6. Academic Deans

The Deans of the College of Professional Studies, College of Liberal Arts and Sciences, Steven L. Craig School of Business, and School of Fine Arts are directly responsible to the Provost and Vice President for Academic Affairs and provide the leadership and supervision of the departments and programs included in their respective areas.

#### 7. Deans and Directors

Deans and Directors are responsible for administering the activities of a specific area and are usually responsible to one of the following: President, Provost and Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Financial Planning and Administration, Vice President for University Advancement, or a Dean. Their duties include supervision of personnel and other specific duties that are delegated to them.

#### 8. Department Chairpersons

The Department Chairpersons are directly responsible to their respective Deans of the College or School. In addition to teaching regular classes within the department, the Chairpersons have the major responsibility of direction, instruction, developing curriculum within the department, organizing the academic disciplines within the department, and coordinating activities of these disciplines. Department Chairpersons have a major responsibility for recommending appointments, promotions, and tenure within the department.