



ADMINISTRATION

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Academic administration


- **Academic administration** is a branch of university or college employees responsible for the maintenance and supervision of the institution and separate from the faculty or academics, although some personnel may have joint responsibilities. Some type of separate administrative structure exists at almost all academic institutions, as fewer and fewer schools are governed by employees who are also involved in academic or scholarly work. Many senior administrators are academics who have advanced degrees and no longer teach or conduct research.

Key responsibilities:

- Admissions
- Supervision of academic affairs such as hiring, promotion, tenure, and evaluation (with faculty input where appropriate);
- Maintenance of official records (typically supervised by a registrar);
- Maintenance and audit of financial flows and records;
- Maintenance and construction of campus buildings (the physical plant);
- Maintenance of the campus grounds;
- Safety and security of people and property on the campus (often organized as an office of public safety or campus police);
- Maintenance and construction
- Supervision and support of campus computers and network (information technology).
- Fundraising from private individuals and foundations ("development" or "advancement")
- Research administration (including grants and contract administration, and institutional compliance with federal and state regulations)
- Public affairs (including relations with the media, the community, and local, state, and federal governments)
- Student services such as disability services, career counselling and library staff.



Dean of Students

- The **Dean** of Students Office supports student learning through programs and services that promote growth and development, communicate the values and standards of the AU community, and advocate for students' needs.
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Assistant dean

- **Assistant deans** of students function as an intermediary between the student body and the office of the dean. The assistant dean functions as an advocate for students, as well as a conduit that helps create and administer university policy. An assistant dean must work closely with students, bringing forth their concerns, wishes, and expectations from university programs and policy. Then, the assistant must use that input to assess, create, and guide university policy and programs toward students. The assistant dean will also help guide programs throughout the university including academic and financial programs.



Department chairman

- The department chairman is responsible for facilitating the operation of a department, the fundamental academic unit within the university.
- prepare the Department's Annual Report.
- submit the annual staffing proposals.
- submit the annual budget proposal and monitor the budget.

President of the University

- President of the University serves as the institution's chief executive officer and vice-chancellor. The president leads the university community to preserve, enhance, and secure the U of A's reputation as a major comprehensive and research-intensive institution.
- provides the university with strategic leadership
- oversees the university's operational and change management processes
- represents and upholds academic credibility
- leads the university's external relations locally, nationally, and internationally




Vice president

- Vice president for administration is a very senior role in a university, reporting directly to the president or chancellor. He oversees all of the non-academic functions of the university, including property, human resources, information technology, and finances. The administrative functions of a university are many and varied, so he leads a large team of specialist professional managers.



Student governments

- Student governments` duties:
 - Abide by the Isothermal Community College Student Code of Conduct and other College policies. In the case of misconduct, SGA members may be dismissed from their positions. Furthermore, SGA members unable to fulfill the responsibilities of their elected role may be dismissed from their position.
 - Attend all meetings and activities as scheduled (More than three unexcused absences warrants dismissal from your Student Senate position)
 - Serve as student helpers during New Student Orientation
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Board of Trustees

- The Board of Trustees is the governing body of the Institution, charged by the By Laws and the Charity Commission with the governance and management of the Institution.
- The Board has the following duties:
 - To ensure that the Institution complies with charity law, company law and any other relevant legislation or regulations.
 - To ensure that the Institution pursues its objects as defined in its By Laws.
 - To ensure that the Board collectively has the skills and experience required to carry out its role.
 - To ensure the Institution applies its resources exclusively in pursuance of its Objects
 - To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Institution, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
 - To safeguard the good name and values of the Institution.
 - To ensure the effective and efficient administration of the Institution.
 - To ensure the financial stability of the Institution.
 - To protect and manage the property of the Institution and to ensure the proper investment of the Institution's funds.
 - To appoint the Chief Executive Officer and monitor his/her performance.
 - To carry out an annual self assessment of the Board's performance



THANK YOU FOR ATTENTION