

CHAPTER TWO

UNIVERSITY ADMINISTRATIVE STRUCTURE

A. *The Loyola University New Orleans Corporation*

Loyola University New Orleans, the official name of the corporation, is organized exclusively for charitable, religious and educational purposes. It is empowered to perform those legal and financial acts necessary for the furtherance of these purposes. All University property belongs to the corporation as a corporate entity.

Members of the corporation are those of the Jesuit community of Loyola University New Orleans who have been selected according to the procedures set down by the University Charter.¹ The sole rights and duties of the members of the corporation are to (a) elect annually those Jesuit members of the Board of Trustees who are not *ex officio* members; (b) to receive annually a report from the President; (c) to determine the dissolution of the corporation and the distribution of its assets; (d) to amend the Articles and By-Laws of the corporation; and (e) to fix annually and determine by majority vote the number of members on the Board.

In the identification and selection of members of the Board of Trustees, the corporation members give serious attention to obtaining properly qualified persons. It is customary that the corporation solicits suggestions for candidates to the Board from the entire Loyola University New Orleans community.

B. *Board of Trustees*

The governing board of Loyola University New Orleans, known as the Board of Trustees, is defined by Article VII of the University Charter. The Board helps relate the institution to its various constituencies, and aids the University in meeting the new challenges of the constantly changing nature of higher education.

The Board of Trustees of Loyola University New Orleans operates, with few exceptions, as the final institutional authority.

The Board of Trustees selects from its membership individuals to serve as Chairperson and Vice Chairperson; it elects the President of Loyola University New Orleans, who serves *ex officio* on the Board. The Board, while maintaining a general overview, entrusts the conduct of administration to the President, the other

¹ Full details are given in the Loyola University Charter and By-Laws in the Appendix.

administrative officers and the deans; it also entrusts the conduct of teaching and research to the faculty.

One important task of the Board of Trustees is to ensure the publication of codified statements that define the overall policies and procedures of Loyola University New Orleans. The Board plays a central role in relating the likely needs of the future to predictable resources; it has the responsibility for managing the endowment; it is responsible for obtaining needed capital and operating funds; and in the broadest sense it should attend to personnel policy. In order to fulfill these duties, the Board is, and should be, aided by the development of long-range planning by the administration and faculty.

The University community should be kept informed of all major actions taken by the Board of Trustees at its regular and special meetings. Information should be distributed after each meeting of the Board, outlining the major areas of decision and actions taken by the Board.

When ignorance or ill-will threatens the institution or any part of it, the Board of Trustees should be available for support. In grave crises it will be expected to serve as a champion. Although the action to be taken by it will usually be on behalf of the President, the faculty, or the student body, the Board should make clear that the protection it offers to an individual or group is, in fact, a fundamental defense of the vested interest of society in the educational institution.

C. The President

The President, as chief executive officer of Loyola University New Orleans, shares responsibility for the definition and attainment of goals, for administrative action and for operating the communications system which links the components of the academic community. He represents Loyola to its many publics. His leadership role is supported by delegated authority from the Board of Trustees.

The President shall ensure that the standards and procedures of the University conform to the policies established by the Board of Trustees, to legal regulations, and to standards of sound academic practice. The President should also ensure that faculty views, including dissenting views, are presented to the Board in those areas and on those issues where responsibilities are shared. The faculty should be informed of the views of the Board and the administration on such issues.

The President shares responsibilities with the Board of Trustees for the maintenance of existing institutional resources and the creation of new resources; he has ultimate managerial responsibility for a large area of

nonacademic activities; he is responsible for public understanding; and by the nature of his office he is the chief spokesman of Loyola University New Orleans. In these and other areas his work is to plan, to organize, to direct and to represent. The presidential function should receive the general support of the Board and faculty.

The President must at times, with or without support, infuse new life into an academic department or unit; relatedly, he may at times be required, working within the concept of tenure, to solve problems of obsolescence. The President will necessarily utilize the judgments of the faculty, but in the interest of academic standards he may also seek outside evaluations by scholars of acknowledged competence.

As the chief planning officer, the President has a special obligation to innovate and initiate. He shall envision new horizons for Loyola University New Orleans and shall persuade others to see them and work toward them.

D. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer and second ranking official of the University and, as such, advises the President on policy matters and acts for the President in the latter's absence. The Provost and Vice President for Academic Affairs exercises overall leadership and has administrative responsibility for the University's academic programs.

The Provost and Vice President for Academic Affairs serves as the chief academic officer of the University. The Provost and Vice President for Academic Affairs has specific responsibility for academic planning and administration, for development of sound academic programs, for providing opportunities for faculty development, and for establishing policies which, when approved, guide the academic future of the University

The Provost and Vice President for Academic Affairs is responsible for the development and implementation of enrollment marketing and management strategies; coordination and supervision of admissions, scholarship, and financial aid activities; supervision of the office of student records; supervision of the Upward Bound program; and coordination and supervision of the Whelan Children's Center.

E. Other Vice Presidents

The President of the University directly supervises the following administrators and delegates to them full responsibility within their functions:

1. Vice President for Enrollment Management and Associate Provost

The Vice President for Enrollment Management and Associate Provost leads the University's recruiting effort, oversees the Offices of Enrollment Management, Undergraduate Admissions, and Financial Aid and Scholarships. The Vice President is responsible for coordinating the retention effort, with emphases on both persistence and graduate rates, of all undergraduate students. In addition, the Vice President oversees the awarding of all scholarships, state and federal funding, and need-based institutional grants. The Vice President also collaborates with graduate school programs, helping set optimal enrollment strategies and policies.

2. Vice President for Student Affairs and Associate Provost

The Vice President for Student Affairs is the chief student affairs officer of the University, whose main function is the coordination of the Student Affairs Division and the integration of that program with the total educational program of the University. The Student Affairs Program generally consists of all student activities, student development programs and student services that are educational in nature, although non-instructional, and therefore take place outside of the classroom.

3 Vice President for Finance and Administration

The Vice President for Finance and Administration serves as the University's chief financial officer. This individual is responsible for planning, development, integration, and control of all financial resources to assure the achievement of overall University goals and objectives in an orderly, systematic and fiscally responsible manner.

4 Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for the organization, initiation, implementation and coordination of policies and programs concerning all aspects of the advancement process including, but not limited to, the areas of fund raising, public relations, alumni relations and development. These efforts are directed to the advancement of deeper understanding, greater service and more generous voluntary financial support for the University.

5. Vice President for Mission and Ministry

The Vice President for Mission and Ministry is responsible for preserving, fostering and enhancing the University's Catholic and Jesuit identity and mission. The Office of Mission and Ministry (M&M) includes University Ministry and the Jesuit Center. M&M promotes and coordinates activities, events & programs that foster Ignatian spirituality and contribute to the spiritual life of the University community. M&M promotes and educates faculty /staff about the Jesuit pedagogical vision of education through participation in orientation programs and/or continuing education programs. M&M offers liturgy, sacramental preparation, retreats, and Christian Life communities for the greater University community. M&M coordinates community outreach and international immersion programs to students, faculty, staff and alumni along with other activities and programs that allow the University community to work for a more just world, and to lead meaningful lives with and for others.