

## 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.<sup>1</sup> 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 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.

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

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. The President represents Loyola to its many publics. The President's 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, has ultimate managerial responsibility for a large area of nonacademic activities, is responsible for public understanding, and by the nature of their office the President is the chief spokesperson of Loyola University New Orleans. In these and other areas the President's 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, the President 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 the President 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. The President shall envision new horizons for Loyola University New Orleans and shall persuade others to see them and work toward them.

#### ***D. Provost and Senior Vice President for Academic Affairs***

The Provost and Senior Vice President for Academic Affairs (SVPAA) 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 SVPAA exercises overall leadership and has administrative responsibility for the University's academic programs.

The Provost and SVPAA serves as the chief academic officer of the University. The Provost and SVPAA has specific responsibility for academic planning and administration, for development of sound academic programs, for providing opportunities for faculty development, for supervision of the Office of Student Records, and for establishing policies which, when approved, guide the academic future of the University.

#### ***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 of Enrollment Management and Chief Enrollment Officer**

The Vice President of Enrollment Management (VPEM) is the chief enrollment officer of Loyola University New Orleans and leads the overall enrollment activities by providing leadership in the development and execution of effective admissions and financial aid strategies. The VPEM manages the division of Enrollment Management which includes over 30 staff members in the offices of Admissions (Undergraduate and Graduate), Financial Aid, and Student Financial Services. This position has five direct reports: Director of Undergraduate Admissions, Director of Graduate Admissions, Director of Financial Aid, Director of Student Financial Services, and Director of Enrollment Operations. As a member of the President's Cabinet, the VPEM directly reports to the President and is a critical contributor to the overall leadership of Loyola University New Orleans.

##### **2. Vice President of Student Affairs**

The Vice President of Student Affairs (VPSA) is the chief student affairs officer of the university and reports directly to the President. The VPSA has overall responsibility for providing leadership, management, and supervision for student affairs programs, including: student conduct, Title IX, university health and counseling, residential life, student life and ministry, athletics and the university sports complex, the bookstore contract, the dining contract and public health working to respond to student needs, and fostering institutional development.

### **3. Chief Operating Officer and Senior Vice President of Finance**

The Chief Operating Officer and Senior Vice President of Finance (SVPF) is a key role that will report directly to the President and will serve as a member of the President's Cabinet. The SVPF will be responsible for the executive leadership and oversight of the Division of Finance and Administration, to include the departments of Financial Affairs, Risk Management, Facilities, Public Safety/Emergency Management, Information Technology and Human Resources. Serving as the university's Chief Financial officer, the SVPF will have direct oversight of the university's operating budget and restricted accounts, as well as partnering with the Endowment Subcommittee of the Board of Trustees on the administration of the endowment.

### **4. Vice President of Institutional Advancement**

The Vice President of 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 Identity**

The Vice President for Mission and Identity (VPMI) is responsible for preserving, fostering and enhancing the University's Catholic and Jesuit identity and mission. The VPMI oversees the Office of Mission and Identity (M&I). M&I promotes and coordinates activities, events & programs that foster Ignatian spirituality and contribute to the spiritual life of the University community. M&I promotes and educates faculty /staff about the Jesuit pedagogical vision of education through participation in orientation programs and/or continuing education programs. M&I offers liturgy, sacramental preparation, retreats, and Christian Life communities for the greater University community. M&I 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.

### **6. Vice President of Marketing and Communications**

The Vice President for Marketing and Communications (VPMC) oversees the Office of Marketing and Communications. As the chief communication strategist for the University, the VPMC is responsible for setting direction; establishing a compelling and consistent University narrative and brand profile; and managing the implementation of all proactive and reactive communications and marketing efforts. As a cabinet-level position, the VPMC supports presidential-level communications, as well as advancement and enrollment-related needs, in addition to the overall University communication portfolio. In addition, the VPMC leads the marketing and communications staff with an understanding of how to work effectively within a resource-constrained environment.

## **7. Vice President for Equity and Inclusion**

As a member of the President's Cabinet and reporting directly to the President, the Vice President for Equity and Inclusion (VPEI) leads the development and implementation of proactive diversity, equity and inclusion initiatives in support of the University's Catholic, Jesuit mission with an emphasis on social justice, to create a learning and working environment where all have an opportunity to succeed. The VPEI actively engages students, faculty, and staff to further behaviors, attitudes, and policies that support diversity, equity, and inclusion, including strategies to recruit and retain a diverse workforce. The VPEI collaborates with University stakeholders to assess the need for, and recommend training initiatives on, cultural competency, gender, gender identity, disability, sexual harassment, racial and ethnic discrimination, implicit bias and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws; the VPEI also supervises the Upward Bound program. The VPEI champions the importance and value of a diverse and inclusive college environment and leads the development of a vision and effective strategy to create a culture for equity, diversity, and inclusion. Qualified individuals may be eligible for a tenured or tenure track faculty appointment.