

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 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

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

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. 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 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 exercises overall leadership and has administrative responsibility for the University's academic programs and Information Technology. The Provost reports to the President. The President has delegated administrative responsibility for academic programs to the Provost.

The Provost serves as the chief academic officer of the University. The Provost has specific responsibility for academic planning and administration, for the development of sound academic programs, for providing opportunities for faculty development, and for establishing policies that will 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 to the extent consistent with shared governance principles. As Cabinet members, all vice presidents report to the President.

1. Vice President of Enrollment Management

The Vice President of Enrollment Management 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 Vice President of Enrollment Management manages the division of Enrollment Management, including Undergraduate and Graduate admissions and Financial Aid.

2. Vice President of Student Affairs

The Vice President of Student Affairs is the chief student affairs officer of the university. The Vice President of Student Affairs has overall responsibility for providing leadership, strategic vision, management, and oversight, with due consideration and consultation with the Provost and Senior Vice President of Academic Affairs and appropriate faculty committees as well as other offices, of student affairs goals, objectives, services and programs for the departments and operations of Athletics and the University Sports Complex, the Danna Student Center, Multicultural Student Affairs, Loyola University Police Department, Residential Life and Event Services, Student Conduct, Student Health Services, Student Life and Ministry, Title IX, the University Counseling Center, the Loyola Bookstore, and Loyola Dining Services with the intention of fostering an inclusive and welcoming campus, meaningful student experiences rooted in the Jesuit, Catholic tradition, and promoting collaborative and respectful relationships, both internal and external to campus.

Updated Text – Approved by BOT on March 25, 2022 and June 27, 2025

3. Vice President for Finance and Chief Financial Officer

The Vice President for Finance and Chief Financial Officer is responsible for the executive leadership and oversight of Financial Affairs, 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. In consideration of shared governance principles, the Chief Financial Officer will consult with the Provost in matters affecting faculty and academics.

4. Vice President of University Advancement

The Vice President of University 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 engagement, and public and private grant support.

University Advancement works to improve Alumni Relations through the creation of volunteer and philanthropic opportunities for Loyola's 50,000+ alumni. Additionally, University Advancement stewards generous gifts to the institution through annual reporting on the finances and expenditures of significant current use gifts and endowment interest drawdowns. University Advancement manages all university efforts to raise funds through private and public funders, including federal and state support.

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 is dedicated to supporting and fostering Loyola's Jesuit and Catholic mission at the University level. This position is an advisor to the President and supports faculty and staff in promoting Jesuit, Catholic mission and identity throughout the University. This is done in consultation with University administrators, faculty, and staff utilizing best practices. This position will initiate, facilitate, foster, and assess the impact of the University's mission and identity efforts to enhance student, faculty, and staff knowledge and support of the University's mission and identity in conjunction with departments and organizations across the University.

6. Vice President, General Counsel, and Director of Government Affairs

The Vice President, General Counsel and Director of Government Affairs provides legal advice and support to the Board of Trustees, President, senior leadership, administrators, faculty, and staff. This position serves on key university teams and committees related to risk, safety, and policy creation as well as serves as the designee to higher education associations. Human Resources reports to the Vice President, General Counsel and Director of Government Affairs. Additionally, the Vice President, General Counsel and Director of Government Affairs will serve as liaison with federal, local and state governmental agencies for the coordination of University activities and

Updated Text – Approved by BOT on March 25, 2022 and June 27, 2025

outreach to government, elected officials, and other relevant entities or agencies that deal with the University. The Vice President, General Counsel and Director of Government Affairs takes the lead on advising the President on any relevant appointments to state and municipal public bodies. The Vice President, General Counsel and Director of Government Affairs directs all legal matters, including those that involve external legal counsel, and any government engagement efforts by the university. As a trusted advisor and strategic business partner, this key role provides sound guidance on legal issues and on the legal aspects of business, public policy, statutory and regulatory compliance, real estate, construction and other matters affecting the university and higher education as a whole, including assisting with fostering key business or government relationships critical to university needs. Many issues, such as academic freedom, sponsored research, shared governance, and student rights and obligations, are unique to the academic environment and add complexity to the more traditional and predictable legal and business issues encountered by any complex organization and the University's policy on these issues reflect shared governance principles and a collaborative process recognizing the role of the Provost and faculty committees in developing these policies.

7. Vice President of Marketing and Communications

The Vice President for Marketing and Communications will manage and lead the Department of Marketing and Communications and act as the chief communication strategist for the university. The Vice President for Marketing and Communications will be 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. The Vice President for Marketing and Communications will support presidential-level communications, as well as University Advancement and enrollment-related needs, in addition to the overall University communication portfolio.