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Southern Illinois University Edwardsville

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File: Announcements

Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 10 No. 10
November 8, 1977

TO: University Community

FROM: Earl Lazerson *E. L.*

SUBJECT: Organization and Functions of the Office of the Vice President and Provost

The Vice President and Provost reports to the President of the University. As chief academic officer, he is responsible for the overall administration of academic functions. Article IV of the Statutes of the Board of Trustees defines the educational organization of the University: "The term 'educational organization' refers to the units and organizations of the University immediately engaged in performing educational functions and to the various bodies directly associated with the conduct of these activities".

The organization of academic affairs is represented in the attached chart, illustrating the schools and support units which report to the Vice President and Provost. A chart depicting the administrative organization within the Office of the Vice President and Provost is also appended.

Within the Office of the Vice President and Provost there are five functional areas, the operational responsibility for which is assigned to staff members. A brief description of each functional area follows:

1. The Assistant Vice President for Academic Programs, Ms. Jane Altes, is responsible for the preparation and/or review of academic planning documents. She also evaluates matters pertaining to the addition, modification or deletion of curricular offerings. She serves as academic liaison with the staffs of the Board of Trustees and the Illinois Board of Higher Education. She is an advisor to the Vice President and Provost on the structure of and the functions performed by task forces and committees reporting to him. She assists in the development of academic goals and is chiefly responsible for the initiation, modification and application of administrative program evaluations. She is given specific project and policy duties as required for the effective operation of academic programs. Ms. Altes will serve as the initial contact within the Office of the Vice President and Provost on these and other matters related to academic programs. She is currently assisted in her duties by Ms. Carole Buncher. Ms. Altes is available to provide information and assistance in the area of academic programs and can be contacted at 692-3772.

2. Mr. Emil F. Jason, Assistant Vice President for Special Programs and Minority Affairs, is responsible to the Vice President and Provost for planning, coordination, and evaluation of academic and supportive services programs. These programs are designed to improve the quality of

education for minority, disadvantaged, and underprepared students at the Edwardsville campus and the East St. Louis Center. Specifically, his functions include:

- A. Fiscal responsibility for projects and programs under his supervision.
- B. Initiating proposals for submission to external funding agencies.
- C. Exploring and developing public service activities related to Special Programs and Minority Affairs.
- D. Serving on task forces and policy-making committees within academic affairs.
- E. Serving as advisor to the Vice President and Provost on matters related to special programs, minority affairs, and other designated projects.
- F. Serving as Acting Director of the East St. Louis Center.

Mr. Jason is currently assisted by Mrs. Lula Lockett, who serves as an administrative aide, his secretary, Mrs. Marian Miller, and Ms. JoAnn White. For information and assistance regarding Special Programs and Minority Affairs, initial contact should be directed to Mr. Jason and his staff at 692-2333.

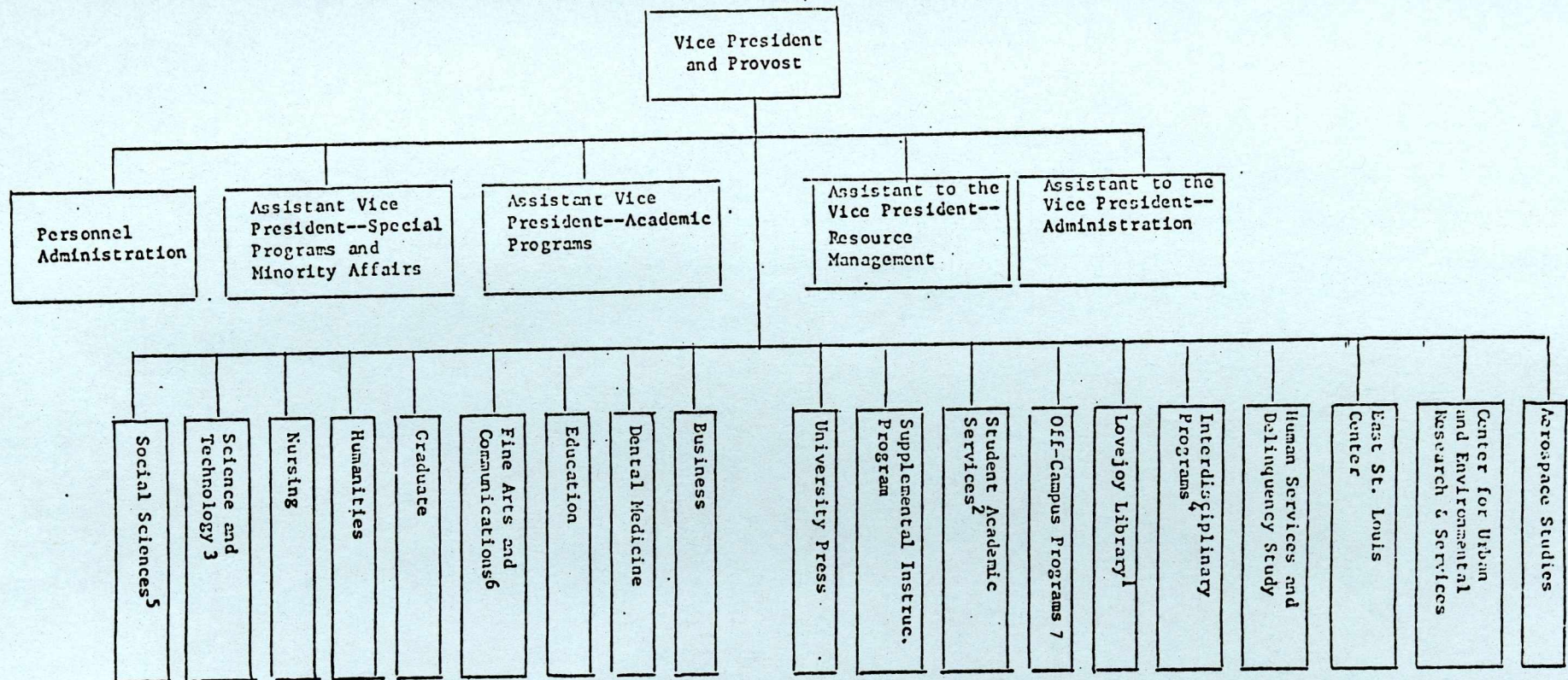
3. Mr. Luther Statler, Assistant to the Vice President and Provost for Resource Management, has responsibility for budgets, personnel matters as they relate to budget, and other administrative duties involved in academic affairs resource management. Included in the area of academic budgeting are matters pertaining to fiscal operations within academic affairs. Responsibilities include the annual budget, mid-year reappraisal, and the year-end closeout process. In addition, he assists in the determination of methods for resource reallocation, including budget adjustments. He develops and maintains records and information on all phases of the operating budget and interacts with others in the University on budgetary questions and problems. His responsibilities also include support line adjustments, expenditure monitoring, and alleviation of special funding problems. In conjunction with the academic affairs personnel administration staff, he has administrative responsibility for policies and procedures related to the employment, change of status, and separation of faculty, staff and civil service employees. Additional duties include the review and approval of outside employment, overload payments, leaves of absence, and cash payments. Other administrative functions include reviewing audit and security reports and space and renovation requests. Equipment write offs, travel advances, requests for new accounts and honoraria are reviewed and approved in accordance with University regulations. Initial contact within the Office of the Vice President and Provost on matters related to academic budgeting, as described above should be directed to Mr. Statler at 692-2333. He is assisted in his duties by Mr. Robert DeGrand, Mr. Bill Schweiger, Ms. Carol Deconcini, and Ms. Tina DeMott.

4. Mr. William H. Gardner is the Assistant to the Vice President and Provost for Administration. In this capacity he assists in facilitating administrative operations and services within the Office of the Vice President and Provost. At the direction of the Vice President and

Provost, he coordinates correspondence, prepares and reviews reports and proposals, and serves as liaison to business, community and other external organizations. He advises and assists the Vice President and Provost and other staff members in matters related to the administrative service of this Office. He is involved in a continuing review of administrative functions to ensure their effectiveness in meeting the needs of appropriate constituencies. For information and assistance with such matters, contact Mr. Gardner at 692-3772.

5. Mr. Earl Beard is on loan from the Department of Historical Studies to carry out special assignments under the direction of the Vice President and Provost. In recent weeks, he has reviewed the University Grievance Procedures, the internal operating papers of academic units, and he has analyzed the requirements of a student academic grievance procedure. With respect to these, as with other areas of particular concern to the Vice President and Provost, he maintains liaison with the University Senate councils and committees and serves as a resource person when called upon to do so. He represents the University community at large as a member of the search committee of the School of Dental Medicine, which will recommend candidates for the office of the Dean of the School. As occasion arises, he serves on other ad hoc University committees dealing with considerations of interest to the Office of Academic Affairs. He has assumed certain responsibilities relating to faculty personnel administration and, in this field, functions as a coordinator between the Office of Academic Affairs and various administrative officials. As requested, he assists the Vice President and Provost, together with other members of the academic affairs staff, in on-going review and reformulation of policies and procedures for which the office has responsibility. He is supported in his work by Mrs. Betty Fedor, Mrs. Helen Philabaun, Mrs. Helen Morrow, and Mrs. Sherry Greuling. For information and assistance concerning faculty personnel administration, initial contact should be directed to Mr. Beard and his staff at 692-2333.

ADMINISTRATIVE ORGANIZATION
OFFICE OF ACADEMIC AFFAIRS



Notes

1. Lovejoy Library includes Audio Visual Services.
2. Student Academic Services includes: Admissions and Records, Deans College, and General Studies.
3. Environmental Resources Training Center is included in the School of Science and Technology.
4. M.S. Urban Studies, Environmental Studies and Gerontology sequence.
5. M.S. Behavioral Sciences is included in the School of Social Sciences.
6. University Cultural Arts Services is included in the School of Fine Arts and Communications.
7. Conferences and Institutes is included in Off-Campus Programs.

ADMINISTRATIVE ORGANIZATION
OFFICE OF THE VICE PRESIDENT AND PROVOST

