

WEST VIRGINIA STATE UNIVERSITY

1891

2011 Administrative Reporting Structure Changes

Reporting Changes in the Administrative Structure Effective July 15, 2011

Office of the President

The Special Assistant to the President for Research and Public Service will coordinate the areas of Research and Public Service.

The Special Assistant to the President for Strategic Planning and Special Projects is added to coordinate and monitor special projects and the strategic plan.



Administrative Areas

Academic Affairs

The duties of the Vice President for Academic Affairs will be expanded to include the responsibilities of a Provost. The Provost and Vice President for Academic Affairs will coordinate and monitor the functions of both Academic and Student Affairs.

Computer Services will be transferred from Administrative Services to the Office of the Provost and Vice President for Academic Affairs.

Administrative Services

Administrative Services will no longer be an administrative area of the university. Most functions will be transferred to the Business and Finance area.

Business and Finance

The Finance administrative area will become Business and Finance. The additional functions of Physical Facilities, Public Safety, Human Resources, Mail Services, and the Regional Community Policing Institute will become part of the Business and Finance administrative area.

Planning and Advancement

Planning and Advancement will become known as Institutional Advancement. Additional functions of the Annual Fund Drive, Major Gifts and Planned Giving, and Corporation and Foundation Relations will become part of Institutional Advancement. The WVSU Foundation will work closely as the depository for funds raised by the university.

Student Affairs

Student Affairs will remain an administrative area with the Vice President for Student Affairs reporting to the Provost and Vice President for Academic Affairs. This change will increase coordination between Student and Academic Affairs.

Other administrative structures within the university will remain the same.

As the university continues to grow there will be additional modifications to this organizational structure.



Periodically it becomes necessary to restructure administration to meet changing needs in higher education. This document describes the changes we are making to better position ourselves for positive results by reorganizing some administrative responsibilities. Reducing the number of persons reporting directly to the President will permit me to focus

on fundraising and the external promotion of the University.

All areas of West Virginia State University are presently working together to create a Strategic Plan for the growth of the University. The changes being made in our administrative structure will provide better synergy for strategic planning implementation. The duties of the Vice President for Academic Affairs are being expanded under the title of Provost to enable this administrator to supervise the progress of students from student recruitment through graduation. The Provost Model will be a change in the organization of our administration. When the President delegates the Provost and Vice President for Academic Affairs will be in charge. Research and public service throughout the University will be coordinated through the Special Assistant to the President for Research and Public Service. The Vice President for Business and Finance will administer and monitor finances and campus services. The

Vice President for Institutional Advancement will coordinate all major University fundraising efforts.

I will dedicate more of my time to fundraising and external promotion of this great university. Many of us have worked together to achieve land-grant status, graduate programs, and university status. Today, academic growth and promoting student success depend upon increased private financial funding. This is a current need and my personal goal, as well as the major objective of this administration.

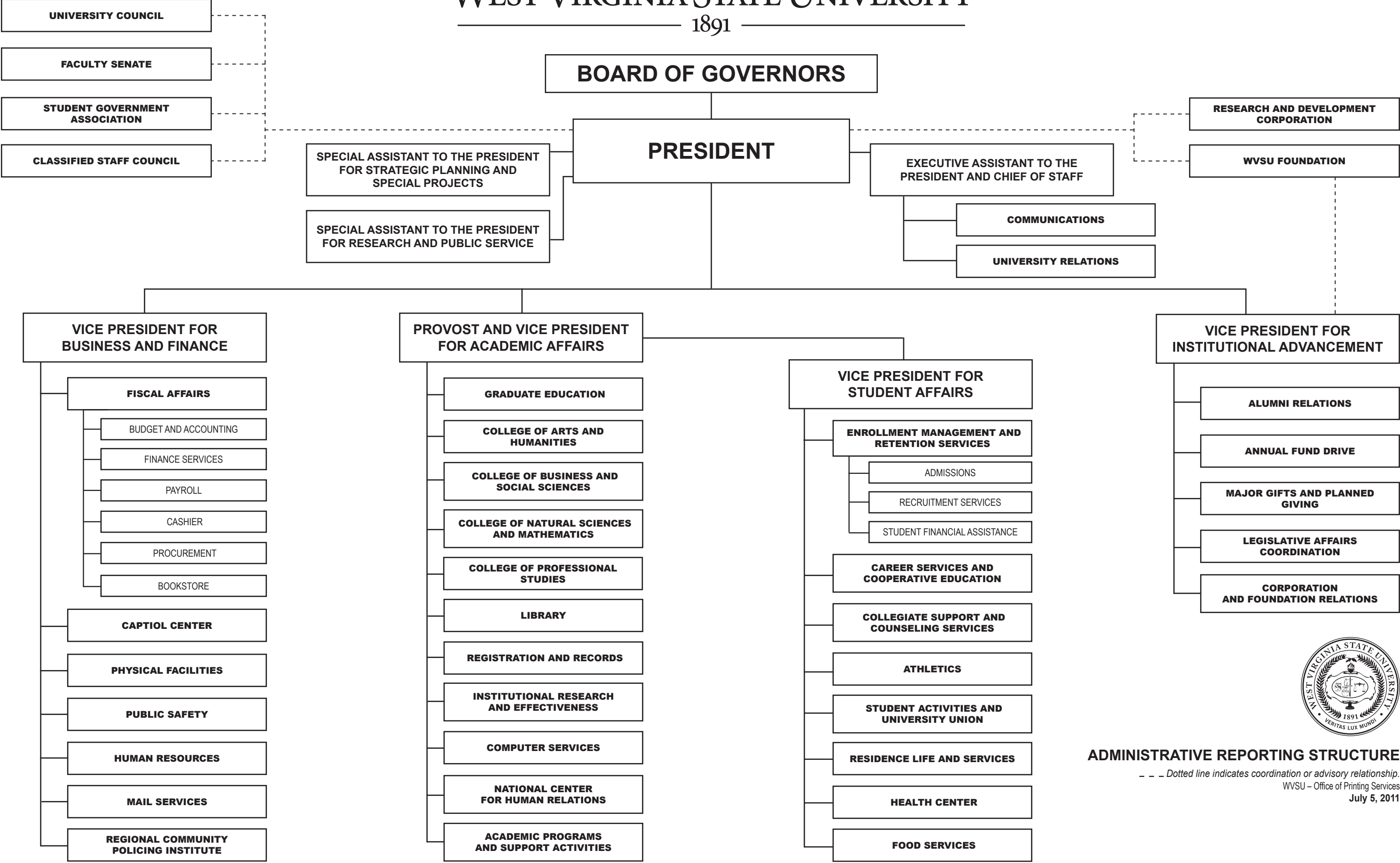
It is my desire that students, faculty, staff, and alumni commit to this structure as we forge ahead. This model is effective as of July 15, 2011.

Sincerely,

Hazo W. Carter, Jr., Ed.D.

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ADMINISTRATIVE REPORTING STRUCTURE

--- Dotted line indicates coordination or advisory relationship.
WVSU – Office of Printing Services
July 5, 2011