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**OFFICERS AND ADMINISTRATION OF  
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE**

The Chancellor is the chief administrative and executive officer of the University. All university personnel are directly or indirectly responsible to the Chancellor. The Chancellor advises the Board of Trustees and the President of The University of North Carolina in the development of policies and regulations for the governance of the University; implements the policies and regulations of the Board of Governors and the Board of Trustees within the University; organizes for the administration of the University; and administers the University.

**OFFICE OF THE CHANCELLOR**

Allen C. Meadors, Ph.D., FACHE	Chancellor
Roger G. Brown, B.S., M.A., Ph.D.	Provost and Vice Chancellor for Academic Affairs
Diane O. Jones, B.S., M.S., Ed.D.	Vice Chancellor for Student Affairs
R. Neil Hawk, B.B.A.	Vice Chancellor for Business Affairs
Glen G. Burnette, Jr., B.A., M.Ed., Ed.D.	Vice Chancellor for Advancement
Suellen Cabe, B.S., M.S., Ph.D.	Director of Institutional Research and Planning
Beth Carmical, A.S., B.A., M.S.	Special Assistant to the Chancellor
Jackie Clark, B.A., M.Ed.	Director of Admissions
Doneal G. Gersh, B.A., M.A., A.P.R.	Director of University Relations
Dan Kenney, B.S., M.A.Ed.	Director of Athletics
Douglas P. Murray, B.A., J.D.	Legal Assistant to the Chancellor
Carolyn R. Thompson, B.A., M.S.W., Ph.D.	Director of Honors College
Susan West, B.S., M.B.A., C.P.A.	Internal Auditor

2-6.1 Provost and Vice Chancellor for Academic Affairs

The Provost and Vice Chancellor for Academic Affairs is the chief academic officer of the University and is responsible to the Chancellor for overseeing all academic operations of the University.

Reporting directly to the Provost and Vice Chancellor for Academic Affairs are the Dean of the College of Arts and Sciences, the Dean of the School of Business, the Dean of the School of Education, the Dean of the School of Graduate Studies, the Assistant Vice Chancellor for Academic Affairs, and the Director of Sponsored Research and Programs.

### 2-6.2 Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs is responsible to the Chancellor of the University for the management and administration of the Office for Student Affairs and for the coordination of all co-curricular activities on campus. The Vice Chancellor's duties include: coordinating the work of the Associate Vice Chancellor for Student Affairs, the Dean of Students, the Director of Student Activities, the Director of the Counseling and Testing Center, the Director of the University Center, the Intramural Director, the Director of the Career Services Center, the Financial Aid Director, the Executive Director of the Givens Performing Arts Center, the University Physician, and the Director of Student Health Services; cooperating with the medical staff in the operation of the student health services; overseeing the function of the campus student organizations; exercising primary responsibility for student discipline; and exercising primary responsibility for the welfare of students in all co-curricular activities while in attendance at The University of North Carolina at Pembroke.

### 2-6.3 Vice Chancellor for Business Affairs

The Vice Chancellor for Business Affairs is responsible to the Chancellor for the sound financial management of the University. The Vice Chancellor is the principal financial advisor to the Chancellor and is responsible for supervising all expenditures for supplies, materials, equipment, construction, and plant development. The Vice Chancellor also oversees the business aspects of all auxiliary functions. The Vice Chancellor is directly responsible for advising and assisting the Chancellor in preparing and operating within the biennial budget for the University. The Vice Chancellor has the responsibility for the receipt and custody of, as well as the disbursement of, University funds.

Reporting directly to the Vice Chancellor for Business Affairs are the Director of Human Resources, the Director of Physical Plant, the Director of Business Services, the Manager of the Bookstore, the Controller, the Director of Design and Construction, and the Director of Police and Public Safety.

### 2-6.4 Vice Chancellor for Advancement

The Vice Chancellor for Advancement is responsible to the Chancellor for overseeing the design, development and implementation of a comprehensive program for the purpose of increasing both financial and human resources, as well as the cultivation and communication of a positive image of the University to its many publics.

Working in conjunction with the Directors of Development and Alumni Relations, the Vice Chancellor develops advancement goals and objectives for the University's long-range plan. The Vice Chancellor oversees the implementation of planned goals, performance indicators and assessment measures. This administrator recruits, develops, motivates and encourages participation at all constituency levels - volunteers, staff, faculty, students, donors

and prospects - in the fund raising processes. The Vice Chancellor ensures that the University is a good steward of its endowments.

Serving as the Executive Director of the UNCP Foundation, Inc. and assistant to the chairman for Development Programs of the UNCP Endowment Fund Board of Trustees, the Vice Chancellor coordinates the overall direction, planning and operation of Foundation and Endowment programs. In addition to systemizing and administering all campus fund raising policies and procedures, the Vice Chancellor coordinates and approves all gift proposals prior to their submission. The Vice Chancellor communicates and oversees the Foundation, Endowment Fund Board of Trustees and University Trustees role in the development process.

Reporting to the Vice Chancellor for Advancement are the Director of Alumni Relations and Annual Fund, the Director of Development, the Director of Corporate and Foundation Relations, and the Director of Major Gifts.

#### 2-6.5 Legal Assistant to the Chancellor

The Legal Assistant to the Chancellor is the University's legal advisor. The Legal Assistant is responsible for keeping the constituents of the institution informed concerning our commitment to Affirmative Action and Equal Opportunity Employment and coordinates our Title IX (gender equity) efforts. In addition to contract and policy review, the Legal Assistant may be required to teach in disciplines where appropriately qualified. The Legal Assistant will also assume special projects as assigned by the Chancellor.

#### 2-6.6 Director of Athletics

The Director of Athletics administers the intercollegiate athletic program of the University, which includes the following activities: men's cross country, men's and women's soccer, wrestling, basketball, baseball, track, and golf; and women's cross country, volleyball, basketball, track, softball, and tennis. The Director is responsible for the athletic budget and for the facilities used in the execution of the intercollegiate program. The Director supervises and directs all coaches and staff members of the intercollegiate athletics department.

The Director works in close relationship with the chair of the Department of Health, Physical Education and Recreation to assure that teaching assignments of coaches are coordinated with athletic assignments. The Director also ensures that budgetary and other support is evenly distributed over the total range of athletic teams. Although the recruitment of competent and academically able athletes is primarily the responsibility of each individual coach, the athletic director works with coaches to be sure that the number and quality of athletic recruits is sufficient to field excellent teams. The Director of Athletics is also responsible for making sure the University's Athletic program is in compliance with rules, regulations, and policies of the NCAA, Peach Belt Conference, and The University of North

Carolina.

The Director, in conjunction with the Vice Chancellor for Advancement, is responsible for raising funds from private sources to support athletic activities. The athletic director teaches three credit hours per semester in the Health, Physical Education and Recreation Department. The Director of Athletics reports to the Chancellor.

#### 2-6.7 Director of Institutional Research and Planning

The Director of Institutional Research and Planning reports to the Chancellor with regard to planning activities. In the role of University Planner, the director is responsible for the integration of plans from all units of the University. This is done in conjunction with the University Planning Council. The Director leads institutional planning activities, including assistance with the development of goals and objectives for University units.

The Director also provides leadership in the areas of assessment for institutional effectiveness and institutional research for assessment and reports to the Provost regarding these responsibilities. The Director works cooperatively with the University Committee on Institutional Effectiveness/Assessment and the Office of University Computing and Information Services. The Office of Institutional Research and Planning manages selected information regarding students, faculty, instructional programs, and facilities and produces reports from this data. The office also conducts institutional research projects as required by the Chancellor or Provost.

#### 2-6.8 Director of University Relations

The Director of University Relations is responsible to the Chancellor for the management and direction of a comprehensive program to link the University in a positive way to all of its constituencies and to the public. Responsible for selected internal and external communications and promotional campaigns, the Director also acts as the official spokesperson for the University and is the institution's representative to all media. As such, the Director and staff coordinate media coverage for the University and its people; design and implement public relations plans; write and distribute news releases and features; identify and photograph subjects for such coverage; and contribute a public relations perspective to these operations and other University plans and programs. The University Publications Office is responsible for providing expertise to the University community in their publication needs, such as: publication production, development of the academic catalog, department brochures, and alumni publications.

#### 2-6.9 Special Assistant to the Chancellor

The Special Assistant to the Chancellor is responsible for a wide variety of functions including policy advisement, data collection, and report writing. This person serves internal and liaison roles to the board of trustees, public officials, the administrative team, staff, faculty, and students and external constituencies. In the absence of a full-time legal advisor, the Special Assistant will help coordinate legal affairs. The Special Assistant also manages specially assigned projects and is currently coordinating International Programs. The Office of International Programs is established to promote the internationalization of the campus by coordinating study abroad and exchange programs, by serving as a resource for international students on campus, and by promoting opportunities that will encourage a greater global awareness in the campus community.

#### 2-6.10 Internal Auditor

The Internal Auditor provides assurances that internal controls are adequate and effective in promoting efficiency and protecting the assets of the University; that departments comply with internal and external policies, regulations, and procedures; and that financial statements and reports conform to University and cognizant agencies policies, procedures, and generally accepted accounting principles.

#### 2-6.11 Director of the Honors College

The Director of the Honors College is responsible to the Chancellor. The Director's responsibilities include the overall management of all academic and non-academic programs associated with the Honors College; the development and assessment of the Honors curriculum; the recruitment of faculty to teach in the Honors College; the recruitment, selection, and retention of Honors students; the promotion of the Honors College and its students; the advisement and guidance of Honors students with their Senior Theses/Projects; and the development of a program of extra-curricular activities for Honors students. The Director also teaches the Honors section of the Freshman Seminar. The Director of the Honors College works in close collaboration with the Honors Council and its chair on the oversight of the Honors College.

2-6.12 Director of Admissions

The Director of Admissions is responsible to the Chancellor for the leadership, direction, coordination, and operation of the University's admissions activities and services. The Director's responsibilities include (1) to provide high school counselors with adequate information regarding the University, its programs, and its admissions requirements and procedures; (2) to arrange visits to high schools in the State and out-of-state as appropriate; (3) to evaluate records of applicants for admission or transfer to the University; (4) to supervise the admissions counselors and office staff; (5) to work with students, faculty, administrators, alumni, trustees and others to promote the University and to encourage qualified students to enroll; and (6) to prepare and distribute reports as may be required.