

1. Suggested assignment of functional areas of responsibility within Academic Affairs central administration

I. Provost and Dean of Faculty – *Beth Cunningham*

- A. Chief Academic Officer. The Provost/Dean is chief administrative officer for Academic Affairs with all that is implied regarding overall responsibility and the tacit consequence of about 200 reports (all faculty, department chairs, school directors, etc). Operational direct reports in this model consist of the four Associate Provosts/Deans, the University Librarian, and the Athletic Director.
- B. Senior executive when the President is absent.
- C. Faculty personnel: hiring, promotion & tenure,¹ retirement; personnel problems.
- D. Budget oversight and planning for Academic Affairs.

II. Associate Provost for Academic Standards and Planning - *Roger Schnaitter*

- A. Student academic issues
 - 1. From Dean's list to disqualification; plagiarism; petition review
 - 2. Research Honors, support for Powell Research Conference
 - 3. Disability services (*might go to new hire associated with Academic Advising Center*)
 - 4. Budget responsibility for student research and travel support from Provost's budget (*suggested addition*)
- B. Budget and planning responsibilities
 - 1. Maintains the dynamic faculty salary database (not the historical record database that Mona created) and salary modeling
 - 2. Academic permanent equipment budget
 - 3. Capital projects— representative from Academic Affairs in capital projects committee
 - 4. Departmental honoraria and entertainment; administrative travel
- C. Visiting faculty hiring

III. Associate Provost for Curriculum and Advising - *Jeff Frick*

- A. Academic records and registration
 - 1. Academic records
 - 2. Course scheduling
 - 3. Registration
- B. Academic programs and support
 - 1. Coordinate academic program reviews
 - 2. Supervise Academic Advising Center (*new*)
 - 3. Assignment and oversight of academic facilities (*from Associate Provost*)
 - 4. Catalog editor (*from Associate Provost*)
 - 5. Adjunct faculty budget and hiring (*from Associate Provost*)

IV. Associate Dean for Faculty Development (rotating on four-year term rather than the current three-year term) - *Frank Boyd*

¹ Provost/Dean as a matter of policy will not write evaluations of any faculty that then return to PAT as part of a case for promotion and/or tenure. The *Faculty Handbook* should be revised accordingly.

- A. Director of the Mellon Center
 - B. Faculty development and associated budgets; post-tenure review
 - C. Curriculum development and associated budgets
 - D. Assessment
- V. Associate Dean for Diversity and International Programs - *new*
- A. Serve as the University's Chief Diversity Officer to oversee all diversity initiatives
 - B. Coordination of faculty search procedures and practices
 - C. Provide assistance with staff search procedures and practices
 - D. Administrative responsibility for London and Madrid Study Abroad programs, and supervision of the International Office
 - E. Director of May Term (*we suggest the elimination of the rotating May Term faculty director*)

2. 'Who to Call'—

Department heads/program directors:

- Regarding tenure-track retirements, resignations, promotion or tenure cases, or requests for tenure-track hires including new tenure lines and extraordinary hires — *Provost/Dean*
- Regarding annual department operating budget allocations — *Provost/Dean*
- Annual requests for permanent equipment to support the academic program — *Associate Provost for Academic Standards and Planning*
- Hiring (full-time) visiting faculty — *Associate Provost for Academic Standards and Planning*
- Preparation of annual and semester course schedules and teaching load assignments — *Associate Provost for Curriculum and Advising*
- Program reviews — *Associate Provost for Curriculum and Advising*
- Academic advising — *Associate Provost for Curriculum and Advising*
- Management of academic facilities including assignment of faculty office space — *Associate Provost for Curriculum and Advising*
- Annual revisions to the *Catalog* — *Associate Provost for Curriculum and Advising*
- Hiring adjunct faculty — *Associate Provost for Curriculum and Advising*
- Assessment of academic programs — *Associate Dean for Faculty Development*
- Encouragement of faculty diversity — *Associate Dean for Diversity and International Programs*
- Conduct of faculty searches — *Associate Dean for Diversity and International Programs*
- May Term issues — *Associate Dean for Diversity and International Programs*

Faculty

- Situations that might lead to filing sexual harassment complaints or grievances — *Provost/Dean*
- Title IX concerns — *Executive Assistant to the President*
- Issues of benefits including health insurance, retirement plan, and financial issues regarding retirement — *Human Resources office*
- Plagiarism — *Associate Provost for Academic Standards and Planning*
- Faculty development — *Associate Dean for Faculty Development*
- University support for curriculum development — *Associate Dean for Faculty Development*
- Diversity concerns — *Associate Dean for Diversity and International Programs*
- May Term issues — *Associate Dean for Diversity and International Programs*

Students

- Concerns regarding any registration issues — *Associate Provost for Curriculum and Advising*
- Concerns or complaints regarding professors — *Associate Provost for Academic Standards and Planning*
- Inquiries regarding honors research or opportunities for financial support for academic and scholarly activities — *Associate Provost for Academic Standards and Planning*
- Any issues regarding services for students with disabilities — *Associate Provost for Academic Standards and Planning*
- Diversity concerns — *Associate Dean for Diversity and International Programs*

Various concerns may arise that are not directly addressed in this 'Who to call' list. The following heuristic aids can be employed as guidance to resolve such ambiguities.

a. Call the Provost/Dean when the issue is a fundamental one concerning the status of a tenure-track faculty member; or when a faculty member finds herself under stress, duress, or in conflict with another member of the Illinois Wesleyan community.

b. Call the Associate Provost for Academic Standards and Planning for issues involving student academic opportunities or problems; hiring visiting faculty; and requests for academic permanent equipment.

c. Call the Associate Provost for Curriculum and Advising for issues concerning course scheduling and registration; program reviews; academic advising; academic facilities; the Catalog; and the hiring of adjunct faculty.

d. Call the Associate Dean for Faculty Development for issues involving faculty development opportunities and support; curriculum development; post-tenure review; Mellon Center programs; and assessment of academic programs.

e. Call the Associate Dean for Diversity and International Programs for questions regarding faculty and curricular diversity; faculty and staff searches; and May Term.