The Board of Trustees is vested by law with the ultimate authority and responsibility for the governance of Winthrop University. If a conflict arises regarding any language in the Faculty Manual or other governing documents of the University, the Board of Trustees reserves sole discretion to construe and interpret such language. The principal office of the Board of Trustees shall be in the Office of the President at Winthrop University. There are 14 members of the Board of Trustees. Membership of the Board consists of the Governor of the State or designee (as an ex officio member during the Governor’s term of office); the State Superintendent of Education or designee (as an ex officio member during the Superintendent’s term of office); and twelve other persons. Nine of the members are elected by joint ballot of the Senate and the House of Representatives to serve for six years; one Trustee appointed by the Governor to serve during the Governor’s term of office; and the remaining two Trustees who are graduates of Winthrop University elected by the Winthrop University Alumni Association to serve for six years. The President shall serve as an ex officio member of the Board with voice but not vote. All elective members hold office until June 30 after their successors have been elected and have qualified.

The Board of Trustees may invite the Chair of the Faculty Conference and the President of the Council of Student Leaders to attend meetings of the Board as representatives to the Board with the right to discuss but without a vote.

Executive Sessions of the Board include the Trustees and the President. Other individuals may occasionally be invited to give information as deemed necessary by the Board.

PRESIDENT'S OFFICE

**The President.** The President is appointed by the Board and the Board delegates to the President the managerial and administrative authority for the ongoing operations of the University commensurate with the policies of the Board. The President serves as the official medium of communication between the Trustees and the administrative officers, University faculty, staff, students, alumni, as well as all external constituents of the university.

**Executive Assistant to the President.** The Executive Assistant to the President provides support and assistance to the President, especially in the gathering and analysis of data, preparation of reports required in the formulation and implementation of management policies and procedures, and the coordination of the activities within the office of the President. The Executive Assistant investigates problem areas, collaborates with the administrators of the University on official projects, and assists in preparation for the meetings of the Board of Trustees.

**Assistant to the President for Public Affairs.** The Assistant to the President for Public Affairs works with and advises the President and other senior officers as appropriate to determine the strategy, content, style, medium, and audience for official communications emanating from the University. The Assistant to the President for Public Affairs serves as the University’s spokesperson.

**Assistant to the President for University Events.** The Assistant to the President for University Events assists and consults with the President on campus operations and special events, including the Inn at Winthrop, and promotes the University to internal and external constituencies through
the planning and execution of events.

**Special Assistants to the President.** The President may appoint special assistants as needed to accomplish specific objectives or respond to particular situations.

**Athletic Director.** The Athletic Director reports to the President and is responsible for administering and coordinating the intercollegiate athletic programs of Winthrop University. In addition, the Athletic Director is responsible for the Winthrop Coliseum and such other activities as assigned by the President.

**Internal Audit Director.** The Internal Audit Director reports to the President and the Board of Trustees. Internal Audit is responsible for assisting management by assessing financial and operational processes to insure adequate controls for reliable information and effective use of resources, in accordance with the University’s mission, relevant policies, and applicable laws.

**VICE PRESIDENTS**

**Vice President for Academic Affairs.** The Vice President for Academic Affairs represents the President in the President's absence. As the Chief Academic Officer, the Vice President for Academic Affairs is responsible for instructional and academic program planning, evaluation, budgeting, and administration including faculty hiring and the Promotion and Tenure process. This individual is responsible also for Records and Registration, Graduate School, Institutional Effectiveness, and Sponsored Programs and Research. The Vice President for Academic Affairs works with the state coordinating board and other institutions in the state.

**Vice President for Finance and Business.** The Vice President for Finance and Business is the Chief Fiscal Officer of the University. This individual is responsible for Budgeting and Financial Accounting functions as well as Facilities Design and Development, Facilities Management, Information Technology, Human Resources functions, Procurement and Risk Management, Real Estate Management, and the Post Office.

**Vice President for Student Life.** The Vice President for Student Life is the Chief Student Affairs Officer of the University. This individual is responsible for student development programs, student discipline, orientation and support services including Residence Life, Student Affairs, Campus Police, Dining Services, Career Development, Bookstore, and the Health and Counseling Services.

**Vice President for University Development and Alumni Relations.** The Vice President for University Development and Alumni Relations is the Chief Development Officer of the University. This individual is responsible for Development and fund raising activities, Alumni Relations, Alumni Association, the Educational Foundation, and the Real Estate Foundation.

**Vice President for University Advancement.** The Vice President for University Advancement is the Chief Advancement Officer of the University. This individual is responsible for Enrollment Management, including Recruitment and Admissions, Marketing, University Relations and Printing Services.

**ASSOCIATE VICE PRESIDENTS AND DEANS**

The Vice President for Academic Affairs appoints Associate Vice Presidents or other academic administrators responsible for specific aspects of the academic program.
ACADEMIC DEANS

The Academic Deans exercise supervision over the academic divisions of the University: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, the College of Visual and Performing Arts, University College, and Library Services. Each dean assigns instructional and other responsibilities of respective faculty; recruits faculty; recommends promotions, tenure, and salaries for the faculty; supervises faculty-student relationships; develops budget requests and controls budgeted funds; and is responsible for the academic excellence of the individual unit.

ACADEMIC LEADERSHIP COUNCIL

The Academic Leadership Council advises the Vice President for Academic Affairs; enhances communication among the leaders of the academic units of Winthrop University; and assists the Vice President for Academic Affairs in formulating administrative responses to issues on and off campus.

The Council, which meets regularly, consists of the Vice President for Academic Affairs (who acts as chair), the Academic Deans, the Dean of the Graduate School, the Associate Vice President for Academic Affairs, the Assistant Vice President for Academic Affairs and the Assistant to the Vice President for Academic Affairs. Other persons may attend the meetings at the invitation of the Council.

DEPARTMENT CHAIRS

Department Chairs are appointed by the President through the Vice President for Academic Affairs upon recommendation of the appropriate dean. The appointment is subject to annual review. The Department Chair is responsible for recruiting and evaluating faculty, advising student majors, continually reviewing curricula, arranging departmental meetings, scheduling classes, making budget recommendations, supervising fiscal and physical operations. These administrative responsibilities are in addition to the teaching load which is determined in proportion to the administrative load of the department.

WINTHROP UNIVERSITY ORGANIZATIONAL CHART

For a more detailed listing of administrative offices and responsibilities for administrative functions, please see the Winthrop University organizational chart, located at http://www.winthrop.edu/uploadedFiles/admin/orgcharts/InstitutionalOrgChart.pdf