

## SECTION ONE

### **100.00 ORGANIZATION OF THE UNIVERSITY**

Gonzaga is an independent, comprehensive not for profit university incorporated under the laws of the State of Washington in 1894. The University, as a sponsored work by the Society of Jesus and an incorporated, non-profit higher education institution, is led by the President, the University's chief executive officer, who is both appointed by the Board of Trustees and missioned by the regional Provincial. The operation of the University is specified in the Articles of Incorporation and the Bylaws.

#### **100.01 The Board of Members**

The principal purpose of the Board of Members is to ensure that the Corporation of Gonzaga University, as well as the University for which it is responsible, is animated by, and lives out the apostolic mission as a work of the Society of Jesus ("the Jesuits") and the Roman Catholic Church. The Board of Members (hereafter, "the Members") are elected to ensure that the Corporation carries out its work informed by and in accordance with the Constitutions and Decrees of the Society of Jesus, in active relationship with the local and provincial superiors. The Members are advisory to the President, and meet regularly with the President, Trustees, and the Provincial.

#### **100.02 The Board of Trustees**

The Board of Trustees is the ultimate governing body of the Corporation of Gonzaga University. Under a charter from the State of Washington, it bears full and final legal responsibility for the University, including its financial wellbeing, policy determinations, budget adoption, investment of endowment funds, the establishment of tuition and fee rates, and major changes in academic programs and curricula. The President of the University is appointed by the Trustees and is a trustee ex officio; the other Trustees are elected, according to the provisions of the Bylaws. The number of lay and Jesuit Trustees on the Board is specified in the Bylaws. The terms of elected Trustees are for four years. Authority for amendment of the Bylaws is vested in the Trustees.

#### **100.03 The Board of Regents**

The Board of Regents is advisory to the Board of Trustees and the President of the University. Members of the Regents are nominated by the Regents to a three-year term and are approved by the President of the University and the Board of Trustees. Faculty, staff, and student members of the Board of Regents are nominated by the faculty, staff, and the students respectively and are approved by the President of the University and the Board of Trustees. Faculty Regents can serve up to two (2) three-year terms. Student Regents can serve one (1) two-year term. Members of the Board of Regents serve on the standing committees with members of the Board of Trustees and may be appointed by the President of the University to various other University committees.

#### **100.04 The President of the University**

The President of the University is the chief executive officer of the University. The President is appointed to an indefinite term by resolution of the Board of Trustees. The Board delegates authority to the President of the University and through the President to administrators, faculty members, and committees. All officers, faculty members, and employees are responsible to the President either directly or through designated officers. By the authority vested in the President by the Board of Trustees, the President approves initial faculty appointments, reappointments, and promotions in rank; grants tenure; and determines faculty contracts and salaries.

### **100.05 The Vice Presidents**

The President with the approval of the Board of Trustees appoints the Vice Presidents of the University to an indefinite term. The appointments of the Vice Presidents and the General Counsel are affirmed annually by the Board of Trustees. The Vice Presidents report directly to the President.

### **100.06 The Provost**

The Provost is the chief academic administrator of the University, overseeing academic staff, student affairs, and enrollment management and an officer of the Corporation of Gonzaga University. All academic deans and other key academic administrators report to the Provost. The Provost is responsible for academic planning and standards. They are the primary advisor to the President of the University on the academic budget; appointments, reappointments, promotion, and tenure; faculty salaries; leaves of absence and sabbaticals; the academic standing of students; curricula and programs of the university, the University calendar; enrollment, student affairs and well-being, and professional travel. The Provost is chair ex officio of the Academic Council, co-chair ex officio of the Committee on Rank and Tenure, and chair of the Committee on Commencement Awards. The Provost may, at their discretion, appoint standing or ad hoc committees to address specific functions or issues, and may appoint Associate or Vice Provosts to administer specific functions. The Provost oversees the Vice Provost for Student Affairs, Vice Provost for Enrollment Management, Vice Provost for Academic Affairs Administration, Vice Provost for Faculty Affairs, Associate Provost for Global Engagement, Associate Provost for Accreditation, Curriculum, and Programs, Associate Provost for Research and Creative Activities, and Assistant Provost for Academic Budget and Personnel.

### **100.07 The Vice President for Strategic Initiatives**

The Vice President for Strategic Initiatives has responsibility for many of the key operational areas of the University, including Plant and Construction Services, Information Technology Services. The Vice President is responsible for strategic institutional initiatives in consultation with the President and works together with the other Vice Presidents and the Provost on issues relating to long-term facilities needs.

### **100.08 The Chief Financial Officer**

The Chief Financial Officer is the chief financial administrator of the University and Treasurer of the Corporation of Gonzaga University. The Chief Financial Officer is responsible for supervising the preparation and oversight of the University budget, investments, accounting, procurement, taxation, and all other related financial matters.

### **100.09 The Vice President for Human Resources**

The Vice President for Human Resources is responsible for all aspects, legal, financial, and procedural, for employment, compensation, talent development, and benefits of the University. The Vice President oversees the Universities compliance with state and federal law regarding labor and employment practices. The Vice President advises the President on matters of compensation and culture. The Vice President oversees risk management and campus security.

### **100.10 The Vice President for University Advancement**

The Vice President for University Advancement is the senior leader of the Advancement area. The Vice President serves as the Chief Advancement Officer for the University, responsible for orchestrating activities related to the analysis, planning, execution, control and evaluation of fundraising, alumni affairs, donor relations and all operations associated. The Vice President advises the President on all matters pertaining to the University's fundraising strategy and the management of Advancement operations.

### **100.11 The Vice President for Mission Integration**

The Vice President for Mission Integration is primarily responsible for ensuring that the Mission of the University is being carried out throughout the University. The Vice President oversees the University Ministry department which provides facilitators of programs such as liturgical celebrations, religious instruction, retreats, peace and justice programs, and spiritual counseling which contribute to the spiritual welfare of students, faculty, and other members of the University community. The Vice President for Mission Integration oversees the Office of Mission Engagement that works on, staff and faculty formation in the University's Jesuit mission. The Vice President advises the President on the affirmation of sponsorship of the University as a Jesuit apostolic work through the Mission Priority Examen process. The Vice President supports and supervises the Office of Tribal Relations.

### **100.12 General Counsel**

The General Counsel is the chief legal advisor to the University, the President, the Board of Members, and the Board of Trustees. The General Counsel shall not provide advice or representation to anyone regarding personal legal matters. The General Counsel serves as secretary of the Corporation of Gonzaga University, reports directly to the President, oversees the Office of the General Counsel, advises and monitors outside legal counsel retained to represent the University in specific matters, and shall have such other duties and responsibilities as assigned by the President.

### **100.13 Chief Diversity Officer**

The Chief Diversity Officer is responsible for the University's compliance with Title IX and Title VII, developing and enforcing its policy against Sexual Harassment and Discrimination, and offering training to faculty and staff regarding best practices in the area of diversity, equity, access, inclusion, and belonging. The Chief Diversity Officer reports directly to the President.

### **100.14 The Academic Deans**

The Deans are the chief administrative officers of a college or school. They are appointed by the President, with the approval of the Trustees, and are responsible to the Provost. The Dean is the usual channel of communication within the University for all official business of a college or school. The Dean has responsibility for the budget of the school and has the immediate responsibility for the supervision and direction of the academic programs and for the faculty and students of the college or school. After consultation with the department chairs and program leads, the Dean advises the Provost on matters of appointments, reappointments, promotion, and tenure, on salaries and budgets, and on curriculum. The Dean advises the Committee on Rank and Tenure on matters concerning promotion and tenure. The Dean is responsible for the scheduling of courses, class enrollment, and advising assignments. The faculty of each college or school are responsible, through their department chairs or program leads, to the Dean. The department chairs and program leads are responsible to the Dean.

### **100.15 Dean of the Library**

The Dean of the Library is the chief administrative officer of the Library. The Dean is appointed by the President and is responsible to the Provost. The Dean is responsible for the preparation and administration of the library budget and has immediate responsibility for the supervision and direction of library services and programs. The Dean advises the Provost on matter of library faculty appointments, reappointments, promotion and tenure, on salaries and budgets, on library resources and services. The Dean advises the Committee on Rank and Tenure on matters concerning library faculty promotion and tenure. The Dean is advised by the University Library Committee in the formulation of policies and plans for library development.

### **100.16 Dean of Student Development**

The Dean of Student Development supervises the development, operation, coordination, and supervision of the co-curricular aspects of student life. Responsibilities include housing and residence life, campus services, Center for Student Involvement and Student Media, New Student and Family Programs, Student Government, and Outdoor Learning. The Dean reports to the Vice Provost for Student Affairs.

### **100.17 Dean of Student Wellbeing**

The Dean of Student Wellbeing supervises the development, operation, coordination, and supervision of students' personal and professional wellness. Responsibilities include student wellness, Center for *Cura Personalis*, Academic Advising, Disability Services, Academic Resource Center, Health and Counseling Services, Resolution Center, Student Conduct and Conflict, sexual assault awareness, health and counseling services. The Dean reports to the Vice Provost for Student Affairs.

### **100.18 Dean of Social Justice, Leadership, and Community Empowerment**

The Dean of Social Justice, Leadership, and Community Empowerment oversees offices that promote student service, equity, and belonging. Among these are the Center for Community Engagement, the Lincoln LGBTQ+ Resource Center, the Payne Center for Leadership Development, the Office of Transfer, Veteran, and Returning Adult Services, the Office of Sustainability, and the Unity Multicultural Education Center. The Dean reports to the Vice Provost for Student Affairs.

### **100.19 Dean of Student Financial Services**

The Dean of Student Financial Services has responsibility for supervision of student financial assistance programs, through the oversight of the offices of Financial Aid, Student Accounts, Institutional Loans, and Student Employment. The Dean is responsible for ensuring compliance with federal and state regulations. The Dean is also responsible for applying for public funds for student assistance and providing financial counseling to students and parents. The Dean reports to the Vice Provost for Enrollment Management.

### **100.20 University Registrar**

The University Registrar informs and enforces academic policies and regulatory enrollment reporting obligations of the institution. The Registrar directs the processes of registration, creation of the annual catalogues and term-specific course offerings, management of course evaluations, and academic credential evaluation. The University Registrar is also the custodian of the university's student records and therefore the primary Family Educational Rights and Privacy Act (FERPA) compliance officer. The University Registrar reports to the Vice Provost for Academic Affairs Administration.

### **100.21 Department Chairs**

The chair of each department within the college and schools of the University is responsible for the orderly academic routine of the department. The chair is appointed by the President for a term of three years, after due consideration of the members of the department and the recommendations of the Dean and the Provost. The President may renew the chair's appointment for an additional three years after appropriate review and recommendations by the Provost and Dean based upon consultation with the department. Within the department, the chair develops and coordinates the program, assigns courses and teaching schedules, is responsible for the delivery and maintenance of the curriculum, and is the usual channel of communication in dealings with students, administrative officers and other departments, college or schools, and administrative agencies of the University. The chair prepares and administers

the department budget. The chair oversees the search and hiring processes of new members to the department with the advice of the members of the department.