

SECTION ONE

100.00 ORGANIZATION OF THE UNIVERSITY

100.01 The Members of the Corporation

Gonzaga University is a non-profit corporation founded by the Society of Jesus (“The Jesuits”) and organized and existing under the laws of the State of Washington. The corporate existence is perpetual. The method of operation of the University is as specified in the Articles of Incorporation and the By-Laws. Authority for amendment of these Articles and By-Laws is vested in the Members of the Corporation.

100.02 The Board of Trustees

A 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 well being, 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 a trustee ex officio; the other Trustees are elected, partly by Members of the Corporation, and partly by the Trustees, according to the provisions of the By-Laws. The number of lay and Jesuit Trustees on the Board is specified in the By-Laws. The terms of elected Trustees are for four years.

100.03 The Board of Regents

The Board of Regents is advisory to the Board of Trustees and the President of the University. Members 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 and student members of the Board of Regents are nominated by the faculty 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. He must, according to the University’s By Laws, be a member of the Society of Jesus. He 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 him to other 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 him 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 Corporation Counsel are affirmed annually by the Board of Trustees. The Vice Presidents report directly to the President.

100.06 The Academic Vice President

The Academic Vice President is the chief academic administrator of the University. Priority for this position is given to members of the Society of Jesus. All academic deans and other key academic administrators report to the Academic Vice President. The Academic Vice President is responsible for academic planning and academic standards. He or she is 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; the University calendar; and professional travel. The Academic Vice President 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 Academic Vice President may, at his or her discretion, appoint standing or ad hoc committees to address specific functions or issues.

100.07 The Vice President for Administration and Planning

The Vice President for Administration and Planning has responsibility for many of the key operational areas of the University, including Plant and Construction Services, Information Technology Services, Student Financial Services, and Human Resources. The Vice President is responsible for strategic institutional planning and works together with the other Vice Presidents on issues relating to long-term institutional planning.

100.08 The Vice President for Finance

The Vice President for Finance is the chief financial administrator of the University. The Vice President is responsible for supervising the preparation and oversight of the University budget, and all other financial matters. The Vice President is also responsible for the athletic department, plant services, and construction.

100.09 The Vice President for Student Life

The Vice President for Student Life has primary administrative responsibility for the development, operation, coordination, and supervision of the co-curricular aspects of student life. The Vice President has jurisdiction over the administration of student housing, student activities, student discipline, student health and wellness services, service learning, counseling, career services, campus services, student publications, student government, parent services, switchboard, chaplains-in-residence, sexual assault prevention, intercultural relations, and campus safety and security.

100.10 The Vice President for University Relations

The Vice President for University Relations is the chief development and public relations officer of the University and is in charge of the planning, programming, and coordination of public relations and information. The Vice President plans and directs University fund drives and grant activities. The public relations staff, the alumni relations staff, government relations, and the development staff are responsible to the Vice President for University Relations.

100.11 The Vice President for Mission

The Vice President for Mission 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, who through its Director serve as resource persons and 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 also supervises the Director of the Ethics Institute and the Associate Vice President for Intercultural Relations.

100.12 Corporation Counsel

The Corporation Counsel is responsible for all university legal affairs and Human Resources. Counsel reports directly to the President.

100.13 The Academic Deans

The Dean is the chief administrative officer of a college or school. The Dean is appointed by the President, with the approval of the Trustees, and is responsible to the Academic Vice President. In the College of Arts and Sciences, the priority is given to members of the Society of Jesus. 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 particular college or school. After consultation with the department chairs, the Dean advises the Academic Vice President 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 procedures concerning the scheduling of courses, class enrollment, and advising assignments within the college or school. The Faculty of each college or school are responsible, through their department chairs, to the Dean. The department chairs are responsible to the Dean.

100.14 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 Academic Vice President. 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 Academic Vice President 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.

100.15 Dean of Student Services

The Dean of Student Service supervises the development, operation, coordination, and supervision of the co-curricular aspects of student life. Dean responsibilities include housing and residence life, campus services, and intercultural relations. The Dean reports directly to the Vice President for Student Life

100.16 Dean of Student Formation and Parent Outreach

The Dean of Student Formation and Parent Outreach supervises the development, operation, coordination, and supervision of the co-curricular aspects of student life. Dean responsibilities include student activities, student government, student wellness, career services, sexual assault awareness, new student orientation, counseling, and parent services.

100.17 Dean of Admission

The Dean of Admission is charged with carrying out the University policies relative to standards of admission and readmission of students. The Dean oversees undergraduate student recruitment, the interviewing of prospective students, the evaluation of their qualifications for admission and the notification of applicants of the action taken on their applications. The Dean reports to the Academic Vice President.

100.18 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 also responsible for applying for public funds for student assistance and providing financial counseling to students and parents. The Dean reports to the Vice President for Administration and Planning.

100.19 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 vote of the members of the department and the recommendations of the Dean and the Academic Vice President. The President may renew the chair's appointment for an additional three years after appropriate review and recommendations by the Academic Vice President and Dean based upon consultation with the department. Within the department, the chair develops and coordinates the program, assigns courses and teaching schedules, 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 recruits new members to the department with the advice of the members of the department. The chair is ex officio member of the departmental committee on reappointment.

101.00 STUDENT RELATED OFFICES

101.01 Director of Housing and Residential Life

The Director of Housing and Residence Life is responsible for campus residential life and for developing and supporting a residential system that gives direction to the physical, emotional, social, intellectual, and spiritual development of residential students. The Director of Housing and Residence Life reports to the Dean of Student Services.

101.02 Director of Judicial Affairs and Off Campus Student Relations

The Director of Judicial Affairs and Off Campus Student Relations supervises the development, operation, coordination and supervision of the co-curricular aspects of student life. Director responsibilities include student judicial affairs and assisting the off campus student population.

101.03 Director of CCASL (Center for Community Action and Service Learning)

The Director of CCASL supervises the development, operation, coordination and supervision of the co-curricular aspects of student life. Director responsibilities include providing resources and information to students, faculty, and alumni on a wide spectrum of community service and service-learning opportunities.

101.04 Director of Student Publications

The Director of Student Publications supervises the development, operation, coordination and supervision of the co-curricular aspects of student life. Director responsibilities include the production of the student newspaper, Charter, Reflection, yearbook, and undergraduate on-line campus director.

101.05 Director of the Counseling and Career Assessment Center

The Director of the Counseling and Career Assessment Center is responsible for the administration and coordination of the center including counseling, crisis intervention, consultation and positive mental health outreach programming. The Counseling and Career Assessment Center services are available on a short-term basis for all currently enrolled students who have concerns that interfere with their academic progress. The center provides career counseling to assist students in taking a comprehensive look at how their interests, values and abilities relate to various career and lifestyle choices. The Director is responsible for assessing student needs in the area of mental health and providing for student developmental growth and healthy environmental changes. The Director reports to the Dean of Student Formation and Parent Outreach.

101.06 Director of the Career Center

The Director is responsible for focusing student, alumni, University, and community interest in career services, career development, and the placement of students, and for providing services toward these goals. Such services include vocational assistance, career development portfolios, coordination of on-campus interviews with prospective employers, and special help seminars on job search techniques. The Director of Placement and Career Services Center reports to the Dean of Student Formation and Parent Outreach.

101.07 Director of Student Health Services

The Director of Student Health Services is responsible for administering and directing health service programs on campus. Primary duties entail providing continuity in care for students treated in local hospitals as inpatients or outpatients and developing policies, procedures, and techniques to assist in the prevention, diagnosis, and treatment of minor and major illnesses and accidents. The Director reports to the Vice President for Student Life.

101.08 Director of Athletics

The Director of Athletics develops, supervises and coordinates the total operation of all intercollegiate and intramural programs within the norms and policies of the University. The management of the Charlotte Y. Martin Centre is also within the director's area of responsibility. The Director reports to the Vice President for Finance.

101.09 Director of Campus Safety and Security

The Director of Campus Safety and Security is responsible for security on campus. The Director's primary responsibilities include facilitating the safety of students, staff, faculty, visitors and property of Gonzaga University, patrolling the area around campus to detect and deter crime, and to provide services including checking alarms, escorts and investigating suspicious situations. The Director is also responsible for parking on campus and reports directly to the Dean of Student Services.

101.10 Director of Student Activities/Crosby Center

The Director of Student Activities/Crosby Student Center is responsible for the Office of Student Activities and the Crosby Student Center. The Director advises the Gonzaga Activities Board, class officers, Gonzaga Outdoors and freshman orientation. The Director of Student Activities/Crosby Student Center reports directly to the Dean of Student Formation and Parent Outreach.

101.11 University Registrar

The University Registrar directs the entire process of registration from preparing the class schedules through registering the students for both on-and-off-campus courses. The Registrar keeps the permanent academic records of all students. The Registrar is responsible for checking the records of all candidates for graduation and certifying that the students qualify for their degrees. The Registrar submits statistical reports on enrollment both within the University and for state and federal reports. The Registrar reports to the Academic Vice President.