



Staff Handbook

SECTION 1 GOVERNANCE AND ADMINISTRATION

1.01 Board of Trustees

The University of Montevallo is governed by a Board of Trustees composed of: the Governor of the State, who is *ex-officio* President of the Board; the State Superintendent of Education, who is an *ex-officio* member of the Board; four members serving from the State-at-Large and one member from each congressional district appointed by the Governor, subject to confirmation by the State Senate, for staggered terms of 12 years. An executive committee of five members is designated by the President of the Board, one of the five members being named the Chair of the Executive Committee and another Vice Chair. Five members constitute a quorum of the Board.

The Board of Trustees administers the University through its chief executive officer, the President of the University, who acts as a representative of the Board in policy and procedural matters. All authority of persons attached to the University or employed by the University, in any capacity, is derived either directly from the Board of Trustees, under the law of the State of Alabama, or through the Board's chief executive officer, the President of the University, acting as a representative of the Board.

1.02 Delegation of Authority

The Board of Trustees (via [Policy 01:001](#)) has delegated authority to the President to exercise the following powers and duties and to delegate the same to designated administrative officials of the University:

- appointment, acceptance of resignation, termination, or other changes in status of personnel, including the determination of job descriptions;
- compensation of personnel;
- suspension or disciplinary action against personnel;
- establishment and elimination of personnel positions and their alignment in organizational framework;
- approval of travel and contractual obligations, such as equipment purchases, services, institutional memberships, intercollegiate athletics, construction and moving expenses;
- determination of which officials shall have authority to act as President, in his or her absence and in what order;

- the making of changes in the annual UM Operating Budget, as required by changing circumstances, within the confines of past practice, broad policy parameters inherent in each budget and major revenue and expenditure totals – subject to Trustee non-concurrence (such changes are reported to the Board in connection with the presentation of quarterly financials and other reports which Trustees receive);
- setting charges and making changes in UM charges for such items as reproduction of transcripts, duplication and printing charges, bookstore, vending machine charges, library fines, orientation fees, parking and related fees and fines and other such charges;
- development and implementation of policies and procedures required to administer effectively all of the operational affairs of the University.

1.03 University Administration

(Refer to Appendix E – University of Montevallo - University of Montevallo Organizational Chart)

President: Responsibility for the total operation of the University rests with the President of the University as the chief executive officer of the University. The President delegates to the various officers and committees authority and responsibility for accomplishing the duties assigned to them.

The following officers are members of the President’s Executive Cabinet:

The Provost and Vice President for Academic Affairs (Provost/VPAA) reports to the President and is the principal advisor on academic matters and, in the President’s absence, serves as Acting President.

The Provost/VPAA is the principal academic officer of the University and has overall administrative responsibility for academic programs and support services as well as for policies, procedures, planning, budgeting and personnel matters in the four colleges; the Library; the Registrar’s Office; the Falcon Success and Learning Enrichment Centers; the Honors Program; Service Learning and Community Outreach; the Malone Center for Excellence in Teaching; TRIO Programs; and the Alabama Traffic Safety Center. The Provost/VPAA coordinates and monitors campus planning processes and maintains, supervises and coordinates a comprehensive institutional assessment program, including assessment of instructional programs and student learning outcomes. The Provost/VPAA also coordinates and oversees regional and programmatic accreditation activities.

Vice President for Enrollment and Student Affairs/Dean of Students: The Vice President for Enrollment and Student Affairs/Dean of Students reports directly to the President and is responsible for the overall development and implementation of the University’s undergraduate recruitment programs and for guidance to and supervision of the units within the Division of Student Affairs. The Vice President for Enrollment and Student Affairs/Dean of Students provides oversight for Admissions, Counseling Services, Career Development Center, Department of Public Safety, Disability Support Services, Health Services, Housing and Residence Life, Student Life, Student Conduct and Student Aid.

The Vice President for Administration, CIO and Liaison to the Board of Trustees: The Vice President for Administration, CIO and Liaison to the Board of Trustees reports to the President and directs the executive functions of the President's office and serves as liaison and recording secretary to the Board of Trustees. The Vice President for Administration, CIO and Liaison to the Board of Trustees provides oversight for the operating units to include Information Services and Technology, Human Resources and Risk Management, Title IX and EO/AA, Institutional Research, Planning and Assessment, Physical Plant and the Montevallo M.A.D.E. program.

CFO & Treasurer: The CFO & Treasurer reports to the President and serves as the President's principal advisor concerning business operations and financial management of the University. The CFO & Treasurer serves as the University's official liaison with external auditors. In connection with the above this officer has responsibility for the oversight of the following areas: Student Accounting, Budget, Purchasing and Payables, Payroll, Cashier's Office and outside vendors including the Bookstore and Dining Services.

Director of Athletics: The Director of Athletics reports to the President and is responsible for overseeing the operations of the intercollegiate athletic program and the Student Activity Center.

Vice President for Advancement and External Affairs: The Vice President for Advancement and External Affairs reports to the President and sets the course and direction for activities related to principal prospects for major and planned giving; serves as the governmental relations liaison, acting as an advocate for the University at federal, state and local levels; and provides guidance to and supervision of Advancement, Alumni Affairs, Development and University Marketing & Communications

The following staff join the members of Executive Cabinet and the President of Faculty Senate in serving as members of the President's Cabinet:

Academic Deans: The Academic Deans of the Colleges of Arts and Sciences, Business, Education and Human Development and Fine Arts report to the Provost/VPAA and provide leadership in curriculum offerings and instruction. Specific responsibilities assigned to the Deans include the following: general supervision over instructional matters including instructional personnel; analysis and evaluation of instruction and recommendations of changes to improve academic opportunities for students; counseling students and faculty in matter relating to instruction; applying academic regulations to individual cases as conditions require; establishing class schedules, approving student programs of study and generally directing academic affairs within their respective colleges; and performing other duties as assigned by the Provost/VPAA.

Director of Falcon Success and Learning Enrichment Centers: The Director develops, coordinates and manages a wide range of student success activities across campus aimed at improving the University's retention and graduation rates. Serves as point of contact for students and faculty/staff regarding retention risk factors; identifies at-risk students and assures individualized outreach to develop individual plans for success; and monitors and records progress.

Director of Human Resources, Risk Management and Title IX Coordinator for Employees: The Director reports to the Vice President for Administration, CIO, & Liaison to the BOT and to the President with regard to Title IX matters. As the Chief Human Resources Officer, the Director oversees all functions of the Human Resources department and coordinates all aspects of the University's risk management/insurance programs. Responsibilities as the Title IX Coordinator for Employees include assisting with compliance, training, investigations and resolution in accordance with applicable statutes.

Director of Public Safety/Chief of Police: The Director of Public Safety/Chief of Police reports to the Vice President for Enrollment and Student Affairs/Dean of Students and develops, organizes, directs, supervises and evaluates all aspects of the Department of Public Safety. This officer ensures the protection, security and safety of all students, faculty, staff, visitors, property and facilities while administering the overall operation of the campus Police Department.

Director of the Physical Plant: The Director of the Physical Plant reports to the Vice President for Administration, CIO, & Liaison to the BOT and serves as the principal advisor for facilities. The Director is responsible for maintenance of buildings and grounds and for supervision of the following areas: Central Receiving, Construction and Renovation, Inventory Control, Campus Utilities, Housekeeping and Grounds and the Motor Pool.

Chief Diversity and Inclusion Officer: The individual in this position reports to the President and serves as the principal advisor and organizer for matters related to minority and diversity affairs.

Registrar: The Registrar reports to the Provost/VPAA and is responsible for all activities related to course registration and for the accuracy and security of student academic records and FERPA Compliance.

1.04 Academic Administration

Academic Deans: (See description in Section 1.03 above)

Academic Department Chairs: Academic Department Chairs report to the Dean of the College and are responsible for management of the department to include recruitment, supervision, evaluation of faculty and staff; periodic curricular review and revision; budget and facilities management; and program assessment.

Academic Program Coordinators: The Academic Program Coordinator reports to the Department Chair and works with program faculty, the Chair and the Dean to ensure that program curricula are current; are aligned with the institutional mission and accepted standards of practice and/or scholarship; are responsible to student needs; and are approved through the established curriculum governance/approval process. Program Coordinators also ensure that reports regarding program design, implementation and assessment are thorough and are submitted on schedules and that program assessment data are collected and analyzed systematically and thoroughly.

Director of Carmichael Library: The Director of Carmichael Library reports to the Provost/VPAA and is responsible for administering the Library in a manner supportive of student and faculty needs.

Director of Falcon Success and Learning Enrichment Centers: (See description in Section 1.03 above).

Director of the Malone Center for Excellence in Teaching: The Director of the Malone Center plans, organizes, implements and assesses programs and activities that will enhance faculty development and teaching excellence.

Registrar: (See description in Section 1.03 above)

Director of the Honors Program: The Director of the Honors Program reports to the Provost/VPAA and is responsible for supervising the organization and delivery of the University Honors Program in collaboration with faculty and staff.

Director of the Alabama Traffic Safety Center: The Director of the Alabama Traffic Safety Center reports to the Provost/VPAA and is responsible for management of the Center's operations, facilities and budget; for supervision and evaluation of staff; and for delivery of effective traffic safety programs.

1.05 Staff Senate

UM staff at all levels have a right and an obligation to be informed about issues affecting the University community and to be involved in discussion and decision-making across campus. The UM Staff Senate is an advisory board, making recommendations to affect positive and constructive changes, in accordance with the University's mission, vision, values and Strategic Plan.

The mission of the Staff Senate shall be to serve as an advisory committee and a collective voice to convey ideas, information and recommendations to the Executive Cabinet regarding the interests and concerns of the staff. The goal is to continually improve operations, building a sense of community and an environment of respect and fairness by facilitating effective communication among staff, administration, faculty and students. The Staff Senate seeks to ensure that the University of Montevallo is a positive and productive learning and working environment whereby integrity, tolerance and respect are affirmed. The Staff Senate will encourage other staff by providing support for diversity, inclusion, career growth and positive morale.

The Staff Senate, with elected representatives from all levels and representing all areas of campus, holds open monthly meetings. In addition, many staff members across campus serve on University committees in varied capacities.

1.06 Administrative Councils and Committees

Administrative Councils

Administrative Council

Membership is comprised of members of the President's Cabinet, Academic Deans, Department Chairs and other supervisory staff and faculty as determined by the President. Facilitates exchange of information and open channels of communication among administrators, faculty and staff. Reports to the President.

Council of Deans

Chaired by the Provost/VPAA, facilitates coordinated planning and regular exchange of information among academic administrators.

Council of Department Chairs

Reports to the Provost/VPAA and facilitates exchange of information and promotes collaboration among Department Chairs.

Graduate Council

Reports to the Provost/VPAA and is responsible for establishing general institutional requirements (both quantitative and qualitative) for admission, retention and completion.

Administrative Committees

College of Arts and Sciences Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments. Monitors activities that affect more than one department.

College of Business Learning Assurance Committee

Assures COB compliance with AACSB accreditation standards, reviews curricular issues in the college and serves as a liaison between the COB and the rest of the University. Reports to the Dean of the Stephens College of Business.

College of Education and Human Development Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments for non-teacher education programs. Provides feedback regarding curriculum and policy changes for teacher education programs [Note: These changes are first acted upon by the Teacher Education Committee (TEC) which is the autonomous governing body for all programs that fall under the auspices of the state code for teacher education]. Monitors activities that affect more than one department. Provides feedback regarding CEHD operations and university-wide concerns.

College of Fine Arts Curriculum and Educational Policies Committee

Approves the curriculum changes and educational policies proposed within academic departments. Monitors activities that affect more than one department.

1.07 University Committees

(See Appendix F – University Committee Structure document)

University committees provide a means by which faculty, staff and students may participate in the formulation of policies and procedures. Decisions should be made cooperatively among the administration, faculty, staff and students when possible and appropriate.

Committee appointments are made for three-year terms, in general, by the President, who also appoints committee chairs. An individual may be reappointed to a committee but is limited to two terms. The Faculty Senate and the Provost/VPAA (with exceptions as indicated below) make annual recommendations to the President for membership on the University committees as indicated in the committee descriptions below. Faculty will have the opportunity to volunteer for service on the specific committees for which Faculty Senate recommends membership.

The Faculty Senate maintains a list of faculty members not assigned to any standing committee. Recommendations for faculty membership on committees created during the year or for temporary members requested by sub-committees of standing committees should be made by the Faculty Senate only after consulting the list.

The Faculty Senate and the Provost/VPAA also review annually the existing standing committees and recommend to the President the continuation or elimination of those committees and any related changes thought to be desirable. The President may also request the Senate to form and populate a committee based on emerging needs. Each committee shall periodically review its charge and recommend any desired revision of the charge to (as appropriate) the administrator to whom it reports and to the Faculty Senate, with final approval made by the President.

Communication Structure

In order to ensure open communication, all committees shall keep minutes of their meetings. The minutes shall reflect the attendance of members. An official copy of minutes shall be submitted by each committee to (as applicable) the administrator to whom it reports, the Faculty Senate, the SGA and the President. Minutes shall also be kept in a dedicated site for informational purposes, to facilitate the exchange of information and to assure continuity in the work of each committee.

Executive Affairs Committees

Administrative Assessment Committee: Assures that all members of the UM community have equal opportunity to evaluate the effectiveness of leadership and to anonymously convey their evaluations to the appropriate administrators. Reports to the President and the Faculty Senate.

Admissions Committee: Assesses and recommends changes to admissions policies. Reports to the President and the Faculty Senate.

Black Heritage Committee: Enhances understanding and appreciation by the University community of contributions made by African-Americans to American and world civilizations. Reports to the President and Faculty Senate.

College Night Committee: Provides oversight of the annual all-student production/activities. Reports to President.

Concert and Lecture Committee: Reviews proposals for campus concerts and lectures and recommends allocation of funds for the purpose. Reports to the President.

Dancy Lecture Committee: Organizes and hosts the Dancy Lecture Series. Reports to the President.

Disability Compliance Committee: Monitors and maintains compliance with 504/ADA mandates across campus in matters relating to Academics, Facilities and Employees. Reports to the President.

Diversity Task Force: Reviews, makes suggestions and implements practices that help the University recruit and retain a diverse workforce and student population and fosters initiatives that promote an inclusive campus environment. Reports to the President.

Emergency Operations Team: Conducts continuous planning and training to minimize the risk of personal injury and property loss from critical incidents, emergency situations and disasters. Supports the welfare of the campus community as a whole and works within a plan in accordance with appropriate laws, regulations, policies and best practices to respond to such events.

Staff Salary Committee: Reviews results of professional staff salary studies each year and provides input on salary administration. Reports to the President.

Faculty Grievance Committee: Ensures that faculty grievances are addressed and that recommendations are made to the President. Also examines the faculty grievance policy ([Policy 04:300](#)) and makes any necessary recommendations for changes. Reports to the President.

Hallie Farmer Lecture Committee: Organizes and hosts the Hallie Farmer Lecture Series. Reports to the President.

Intercollegiate Athletics Committee: Provides general oversight to the University's program of intercollegiate athletics and assures compliance with NCAA rules and regulations. Reports to the President.

Staff Grievance Committee: Ensures that staff grievances are addressed and that recommendations are made to the President, to whom the committee reports. Also examines the staff grievance policy ([Policy 04:300](#)) and makes any necessary recommendations for changes.

Strategic Planning Committee: Reviews the University mission and vision statements and oversees the strategic planning process, including development of a five-year strategic plan and a cycle for implementation.

Sustainability Committee: Oversees environmental issues on campus and integrates sustainable development into all aspects of campus life, including physical and academic. Reports to the President, Provost/VPAA and Faculty Senate.

Threat Assessment Team: Works to improve community safety through collaborative and proactive identification, intervention and management of situations that pose a threat to the safety or well-being of the campus as a whole.

Traffic Appeals Committee: Reviews complaints regarding traffic citations given on the University campus as well as changes in policies and procedures and cancellation of citations when appropriate. Reports to the President.

Academic Affairs Committees

Academic Advising, Support and Intervention Committee: Monitors and develops procedures for improving the academic advising process. Reports to the Provost/VPAA and Faculty Senate.

Distance Education Advisory Committee: Serves as an auxiliary group to the Technology Advisory Council and provides input and recommendations on matters relevant to the planning, implementation and assessment of campus distance education efforts. Reports to the Provost/VPAA.

Faculty Development Advisory Committee: Makes recommendations on all aspects of faculty development funding. Reports to the Provost/VPAA and Faculty Senate.

Graduate Council: Makes recommendations on the establishment of new graduate programs, on revision to curriculum and degree requirements for existing graduate programs and on policies governing graduate programs. Reports to the Provost/VPAA.

Human and Animal Subjects Research Committee: Ensures compliance of human and animal subjects research with applicable regulations and guidelines. Reports to the Provost/VPAA.

Institutional Effectiveness Committee: Monitors institutional effectiveness activities across the campus, determines when improvements are needed and provides periodic feedback to University planners. Reports to the Provost/VPAA.

Library Committee: Researches the library needs for the University community and makes recommendations to the Director of Carmichael Library. Reports to the Provost/VPAA and Faculty Senate.

Peace and Justice Studies Committee: Guides and supports the interdisciplinary Peace and Justice Studies Program through curricular development and approval; guest lecturing; community

partnerships; program ambassadorship both on and off campus; and coordination of relevant events and activities.

Safe Zone Committee: Administers the Safe Zone training program, monitors concerns related to sexual orientation, gender identity, harassment and/or discrimination on campus and brings issues to the attention of the administration. Reports to the Provost/VPAA.

Service Learning and Community Engagement Committee: Supports the integration of service activities into the academic curriculum through the development of service learning courses and co-curricular experiences. Reports to the Provost/VPAA.

Sustainability Committee: Oversees environmental issues on campus and integrates sustainable development into all aspects of campus life, including physical and academic, Reports to the Provost/VPAA and Faculty Senate.

Teacher Education Committee: Governs all initial certification programs that comprise the Teacher Education Program at UM. Reports to the CEHD Dean.

Undergraduate Curriculum and Standards Committee: Approves new courses and course revisions that satisfy general education goals and requirements. Assesses the extent to which the general education program meets established goals. Approves changes to the undergraduate curriculum and to academic policies. Reports to the Provost/VPAA.

University Planning Committee: Supports and monitors the strategic planning initiatives for the University. Reports to the Provost/VPAA.

University Writing Committee: Advances the cause of writing instruction across campus. Reports to the Provost/VPAA.

Information Services and Technology Committees

Technology Advisory Council: Considers, reviews and recommends campus technology policies and procedures to the Vice President for Administration, CIO and Liaison to the BOT, to whom the Council reports.

Enrollment Management and Student Affairs Committees

Campus Life Advisory Committee: Functions as a recommending body on issues related to various facets of campus life for students. Reports to the Vice President for Enrollment & Student Affairs/Dean of Students and Faculty Senate.

International Student Advisory Committee: Functions as a recommending body on issues related to various facets of campus life for international students. Reports to the Provost/VPAA and the Vice President for Enrollment & Student Affairs/Dean of Students.

Justice Council: Hears cases brought by the University against students or student organizations for alleged violations of University rules and/or the student conduct code per established judicial procedures. Reports to the Vice President for Enrollment & Student Affairs/Dean of Students or, in cases of academic dishonesty, to the Provost/VPAA.

Student Publications Committee: Acts as the supervisory and policy-making body as well as the fiscal agent for all official University of Montevallo student publications (*The Alabamian*, the student newspaper; *Montage*, the yearbook; and *The Tower*, the student literary magazine). Advises students on producing publications, selects student publication editors and business managers and prepares and oversees budgets for student publications. Reports to the Vice President for Enrollment & Student Affairs/Dean of Students.

University Conduct Council: Hears cases brought by the University against students or student organizations for alleged violations of University rules and/or the Student Code of Conduct per established conduct procedures.

Advancement and External Affairs Committees

Alumni Committee: Promotes the alumni program, both on and off campus and assists the UM Alumni Office with events. Reports to the Director of Alumni Affairs.