

CHAPTER I. GENERAL ADMINISTRATIVE OFFICERS

1. UNIVERSITY EXECUTIVES

- 1.1 PRESIDENT [Dr. James M. Simmons]. The president shall be the chief executive officer of Lamar University and shall be appointed by The Texas State University System (TSUS) Board of Regents. Within the policies and regulations of the board, the president shall have general authority and responsibility for the administration of Lamar University. During any extended absence from campus, the president shall designate an executive officer to serve as president in an acting capacity. With the exception of the director of internal audit, the following administrative officers shall report directly to the president.
- 1.2 PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS [Dr. Stephen A. Doblin]. The provost and vice president for academic affairs (provost) shall be the chief academic officer of the university. The provost shall exercise broad academic leadership and shall have administrative responsibility for academic personnel, programs, facilities and services. Additional responsibilities shall include planning, development, evaluation, policy initiation and implementation; and budgeting within the Division of Academic Affairs.
- 1.3 VICE PRESIDENT FOR FINANCE AND OPERATIONS [Mr. Mike Ferguson]. The vice president for finance and operations (VPFO) shall be the chief administrator for the financial and operational affairs of the university. The vice president shall exercise broad fiscal leadership and shall have administrative responsibility for the university's financial operations; inventory and property; information systems; telecommunications; physical plant; campus police; facilities planning and development; human resources; and several auxiliary services.
- 1.4 VICE PRESIDENT FOR STUDENT AFFAIRS [Dr. Barry Johnson]. The vice president for student affairs (VPSA) shall be the chief student affairs officer of the university. The vice president shall report to the president on matters relating to student affairs. The vice president shall exercise leadership and administrative responsibility for student conduct, recreational sports, student health services, the career center, residence halls, food service, student publications, student activities and organizations, and *The University Press*.
- 1.5 VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT [Ms. Camille Mouton]. The vice president for university advancement (VPUA) shall be the chief administrative officer responsible for the university's development programs, alumni, media relations, public information,

promotions and publications. The vice president shall serve in a liaison capacity with the Lamar University Foundation, and various community and civic organizations.

- 1.6 EXECUTIVE ASSISTANT TO THE PRESIDENT [vacant]. In addition to providing daily executive staff support to the president, the executive assistant to the president shall be responsible for university planning and monitoring progress toward university goals.
- 1.7 ATHLETIC DIRECTOR [Mr. Billy Tubbs]. The athletic director shall be chief administrative officer for the university's intercollegiate athletics programs. Major responsibilities shall include the financial management of athletics, the supervision of coaches, scheduling, the operation of athletic facilities and providing representation to The Southland Conference and the NCAA.
- 1.8 DIRECTOR OF INTERNAL AUDIT [Ms. Twila Baker]. The director of internal audit shall serve the Board of Regents, but confer regularly with the president. The director shall conduct independent and objective reviews of university operations and procedures. Particular emphasis shall be placed on evaluating control structures; assessing policy compliance; evaluating reliability of accounting and reporting systems; and investigating allegations of fraud.

2. ADMINISTRATIVE OFFICERS REPORTING TO THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS.

- 2.1 SENIOR ASSOCIATE PROVOST [Dr. Kevin B. Smith]. The senior associate provost (SrAP) shall provide staff assistance to the provost in such matters as faculty promotion and tenure review; the review of academic standards; faculty evaluation and development; curriculum development; university lecture and cultural awareness programs; the academic calendar; academic programs and policies; and the publication of academic catalogs and bulletins. The directors of academic services, the registrar, institutional research, developmental studies, the Texas Academy for Leadership in the Humanities, services for students with disabilities and continuing and distance education shall report to the SrAP. The SrAP shall represent the provost in his or her absence.
- 2.2 ASSOCIATE PROVOST FOR RESEARCH [Dr. Jack Hopper (interim)]. The associate provost for research (APR) shall report to the provost and provide executive oversight of the Office of Research and Sponsored Programs Administration. The office shall support faculty and staff in their scholarly, educational and outreach activities. In addition, the office shall oversee the distribution of university research funds and assist faculty and staff in applying for support from external funding sources.
- 2.3 ASSOCIATE PROVOST FOR STUDENT RETENTION [Dr. Madelyn Hunt]. The associate provost for student retention (APSR) shall report to the provost and develop and coordinate student retention activities. The APSR shall manage the Center for Academic Success as well as state, federal and institutional retention programs.
- 2.3 DEAN OF GRADUATE STUDIES [Dr. Jerry Bradley]. The dean of graduate studies (DGS) shall be responsible for developing and maintaining the standards and policies of the Graduate College. The graduate council and International admissions shall report to the DGS.
- 2.4 COLLEGE DEANS. The academic deans shall be the executive heads of the university's five undergraduate colleges. These executives shall be the dean of arts and sciences [Dr. Brenda S. Nichols], dean of business [Dr. Enrique "Henry" Venta], dean of education and human development [Dr. Hollis Lowery-Moore], dean of engineering [Dr. Jack R. Hopper] and dean of fine arts and communication [Dr. Russ A. Schultz]. The deans shall be responsible for faculty leadership, academic programming, and the maintenance of academic standards and

policies within the colleges. DEPARTMENT CHAIRS shall report to the deans and shall be administratively responsible for faculty, curricula, programs and student majors in the academic departments. In addition, chairs shall assist the deans in maintaining the standards and policies of the university. DIRECTORS OF ACADEMIC PROGRAMS shall be responsible for the coordination of specialized programs within the academic departments and shall report to the department chair responsible for the program. Directors responsible for interdepartmental programs of study shall report to the dean or vice president responsible for the program.

- 2.5 DEAN OF LIBRARY SERVICES [Dr. Christina Baum]. The dean of library services shall be responsible for the library services of the university. Advised by the Library Committee on policies affecting the use and development of the library, the dean shall be responsible for the administration of the library's programs as well as the development and coordination of media resources and services.
- 2.6 EXECUTIVE DIRECTOR OF CONTINUING AND DISTANCE EDUCATION [Dr. Richard Bothel]. The executive director shall be responsible for the development, marketing and management of the university's outreach programs including field center operations; off-campus credit courses; extension credit and non-credit courses; workshops and symposia; selected occupational health and safety training programs for industry; Gladys City/Spindletop Boomtown museums; distance education; internet, two-way interactive and televised courses; and various grants, contracts, and funded public services projects. The executive director shall report to the SrAP.
- 2.7 DIRECTOR OF DEVELOPMENTAL EDUCATION [Mr. Donald Carey]. The director of developmental education shall be responsible for the coordination of the developmental education programs of the university. In addition, the director shall be responsible for the Texas Success Initiative and the advisement of students admitted under the provisions of individual approval.
- 2.8 DIRECTOR OF INSTITUTIONAL RESEARCH AND REPORTING [Dr. Don Price]. The director of institutional research and reporting shall be responsible for managing the Office of Institutional Research and Reporting. The office shall serve as an internal research center and as a liaison between the university and state reporting agencies. The director also shall be responsible for planning and assessment activities and budget preparation. The director shall report to the SrAP.
- 2.9 EXECUTIVE DIRECTOR OF THE CENTER FOR GENERAL STUDIES [Dr. Madelyn Hunt]. The executive director of the center for general studies shall be the primary administrator for students who have not declared a major field of study. The executive director shall provide academic advisement and retention services for such students.
- 2.10 DIRECTOR OF THE TEXAS ACADEMY FOR LEADERSHIP IN THE HUMANITIES [Dr. Mary Gagne]. The Texas Academy for Leadership in the Humanities (TALH) shall

10

serve academically gifted high school juniors and seniors who concurrently earn university and high school credits in an on-campus, residential environment. The director shall oversee the daily operations of the academy and be responsible for the recruitment, residential life and academic programs of TALH students. The director shall report to the SrAP.

2.11

DIRECTOR OF THE HONORS PROGRAM [Dr. Donna Birdwell]. The Lamar University Honors Program shall recruit and advise honors students. The director shall oversee the delivery of honors courses, curricula and programs to these students. The director shall report to the provost.

3. ADMINISTRATIVE OFFICERS REPORTING TO THE VICE PRESIDENT FOR FINANCE AND OPERATIONS.

- 3.1 ASSOCIATE VICE PRESIDENT FOR FINANCE [Mr. James Rackley]. The associate vice president for finance shall be the chief accounting officer responsible for all financial activities of the university including purchasing, disbursements, payroll, accounting, budgeting, cash management, cashiering, student financial aid and student financial aid accounting.
- 3.2 ASSOCIATE VICE PRESIDENT FOR INFORMATION SYSTEMS [Mr. Cliff Woodruff]. The associate vice president for information systems shall be responsible for the university's communications, computing, and information management systems, including academic and administrative computing functions, systems and programming, user services and telecommunications.
- 3.3 ASSOCIATE VICE PRESIDENT FOR FACILITIES MANAGEMENT [Mr. Gerald McCaig]. The associate vice president shall be responsible for the management of the university's physical plant including the supervision of custodial services, energy management, grounds maintenance, building maintenance, property inventory, shipping/receiving, and facilities planning.
- 3.4 ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES [Ms. Annette Thompson]. The associate vice president shall be responsible for personnel policies, procedures and services. These include employee benefits, employment procedures, personnel records, safety and workers' compensation.
- 3.5 MANAGER OF MAIL SERVICES [Ms. Regina Chaisson-Carr]. The manager of mail services shall be responsible for maintaining postal services for the faculty, staff and students within the guidelines of the U.S. Postal Service.
- 3.6 DIRECTOR OF RISK MANAGEMENT [Dr. John Whittle]. The director of risk management shall be responsible for university insurance, treatment of hazardous waste and safety planning.
- 3.7 CHIEF OF UNIVERSITY POLICE [Chief Dale Fontenot]. The police chief shall supervise campus police operations, security and parking services for the university.

4. ADMINISTRATIVE OFFICERS REPORTING TO THE VICE PRESIDENT FOR STUDENT AFFAIRS.

- 4.1 ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS [Mr. Norman Bellard]. The associate vice president shall provide staff support to the vice president for student affairs and shall be responsible for the administration of the Greek system, the student code of conduct and *The Student Handbook*.
- 4.2 ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS [Mr. Jason Lambert]. The assistant vice president shall supervise the Setzer Student Center, student organizations and various student programs.
- 4.3 DIRECTOR OF SETZER STUDENT CENTER [Ms. Karen Thomas]. The director of the Setzer Student Center shall supervise facilities, student organizations and student programs affiliated with the student center.
- 4.4 DIRECTOR OF STUDENT HEALTH SERVICES [Ms. Janet Warner]. The director of student health services shall coordinate the operations of the University Health Center. The center shall provide medical services, short-term mental health counseling and health education to enrolled students.
- 4.5 DIRECTOR OF STUDENT PUBLICATIONS [vacant]. The director of student publications shall coordinate publication of *The University Press*, the campus' student newspaper.
- 4.6 DIRECTOR OF FOOD SERVICES [Mr. James Lahair]. The director of food services shall administer food service operations, including the dining hall, catering and food venues at the Setzer Center. The university has contracted, exclusively, with Chartwells for food services.
- 4.7 DIRECTOR OF RECREATIONAL SPORTS [Mr. Art Simpson]. The director of recreational sports shall administer the Sheila Umphrey Recreational Sports Complex, golf practice facility and offer a variety of intramural and club sports.
- 4.8 DIRECTOR OF CAREER SERVICES [Ms. Teresa Simpson]. The director of career services shall be responsible for the Career Center and programs that provide employment assistance, testing and career counseling for students and graduates.

5. ADMINISTRATIVE OFFICERS REPORTING TO THE VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT.

- 5.1 DIRECTOR OF DEVELOPMENT [Ms. Janice Trammell]. The director of development shall coordinate university fund-raising and philanthropic activities, including annual and comprehensive campaigns; the maintenance of donor records; the coordination of prospect and donor research; and the development of periodic reports on gifts and donations to the university and to the Lamar University Foundation. The development office shall serve as a clearinghouse for corporate and foundation grant proposals.
- 5.2 DIRECTOR OF UNIVERSITY PUBLIC RELATIONS [Mr. Brian Sattler]. The director of university public relations shall coordinate and supervise the public information activities of the university, including media relations and publication development. The director shall supervise the production of the university's website, catalogs, view books, *The Cardinal Cadence* and other campus publications such as brochures, reports, letters and proposals that promote the interests of the university. The director shall monitor the university's logo and graphics standards.
- 5.3 EXECUTIVE DIRECTOR OF ALUMNI ASSOCIATION [Mr. Juan Zabala]. The executive director of the Lamar Alumni Association shall report to the Board of Directors of the Alumni Association and maintain a liaison with university advancement efforts through the vice president for university advancement.
- 5.4 EXECUTIVE DIRECTOR OF THE LAMAR UNIVERSITY FOUNDATION [Ms. Janice Trammell]. The executive director of the Lamar University Foundation shall report to the Board of Directors of the foundation and serve as a liaison with the university through the vice president for university advancement.

6. ADMINISTRATIVE OFFICERS REPORTING TO THE ATHLETIC DIRECTOR.

- 6.1 SENIOR ASSOCIATE ATHLETIC DIRECTOR FOR COMPLIANCE [vacant]. The associate athletic director shall be responsible for athletic scholarships and the athletic department's compliance with NCAA, Southland Conference, TSUS and Lamar University rules and regulations.
- 6.2 ASSISTANT ATHLETIC DIRECTOR FOR ACADEMIC AFFAIRS & SENIOR WOMEN'S ADMINISTRATOR [Ms. Helene Thill]. The assistant athletic director for academic affairs shall be responsible for monitoring the academic progress of Lamar's student-athletes. The director also shall provide academic support services for all student-athletes.
- 6.3 ASSISTANT ATHLETIC DIRECTOR FOR BUSINESS AFFAIRS [vacant]. The assistant athletic director for business shall be responsible for the oversight of the athletic department's fiscal affairs and provide NCAA and Southland Conference leadership in women's sports.
- 6.4 ASSOCIATE ATHLETIC DIRECTOR FOR DEVELOPMENT [Ms. Laurie Ritchel]. The assistant athletic director shall be responsible for fund-raising, corporate sponsorships, marketing, promotions, group ticket sales and special events. Also, the director shall serve as executive director of the Cardinal Club.
- 6.5 DIRECTOR OF MONTAGNE CENTER [Mr. Robert Dirk]. The director of the Montagne Center shall be responsible for the coordination and supervision of all activities, operations and policies of the center. The director shall work with the university's administration, staff, students and community to enhance the utilization of the facility.
- 6.6 SPORTS INFORMATION DIRECTOR [Mr. Daucy Crider]. The sports information director shall be responsible for all publicity efforts of the athletic department including brochures for all sports, press kits, press releases, specialty brochures and game statistical and press coverage.
- 6.7 MEN'S AND WOMEN'S COACHES. The head coaches of the various men's and women's sports shall be responsible for recruiting and developing student-athletes. The coaches shall work with the athletic director to develop schedules for competition and to recruit student-athletes with the abilities to achieve academic success.