IV. Administrative Organization

A. Board of Trustees

The State constitution places responsibility for the University on the Board of Trustees of The University of Alabama. The Board of Trustees is composed of the Governor and the State Superintendent of Education as ex officio members, three members from the congressional district in which the University is located, and two members from each of the remaining congressional districts. Except for the two ex officio members, members are elected by continuing members of the Board, subject to confirmation by the State Senate. Members are elected for six year terms and are eligible for re-election but may not serve more than three consecutive terms. The Board has promulgated by-laws establishing The University of Alabama System with a Chancellor as chief executive officer. The System includes The University of Alabama, The University of Alabama at Birmingham, and The University of Alabama at Huntsville. Each University within the System is administered by a President who reports to the Board of Trustees through the Chancellor.

B. Office of the Chancellor

The by-laws of the Board of Trustees state that the Chancellor shall exercise such executive powers as are necessary for the governance of the University System and shall be the principal link between the Board’s responsibility for policy and each President’s responsibility for the individual campus. The Chancellor’s responsibilities include: implementation of Board policies; external relationships with state and federal agencies; recommendations to the Board concerning the mission, role, and scope of the University System and the three campuses; coordination of planning; preparation and presentation of legislative requests and operating and capital budgets; and, coordination of University System functions to assure an integrated institution of related and cooperating campuses.

C. Office of the President

The President is the University’s chief executive officer. The President, who reports to the Board of Trustees through the Chancellor, is the main representative of the University to the public, and works closely with the Chancellor in dealing with state and federal agencies. It is the President’s responsibility to provide educational and administrative leadership to the institution. The President’s duties encompass all aspects of educational programs, external relations, personnel management, and financial management.

In carrying out the duties of the office, the President is assisted by the Provost/Vice President for Academic Affairs, who serves as the chief administrative officer, and by vice presidents of the other major functional areas, by deans of the divisions, and by other administrative staff. Persons in the President’s Office represent the institution through an active public information program.

D. Provost and Office for Academic Affairs

The Provost, who also serves as the Vice President for Academic Affairs, is the senior vice president and the chief academic officer for the University. The Provost/Vice President for Academic Affairs plans, coordinates, directs, and facilitates the University’s efforts in fulfilling its comprehensive mission in teaching, research, and service. The major functions of the Office for Academic Affairs include: planning—in cooperation with the vice presidents, deans, department chairpersons, faculty, and staff—the development, operation, and improvement of the academic program, including requirements for operating expenses, equipment, staff, and plant; development, for approval by the President, of budgets for the academic divisions, departments, academic support areas, and special units; coordination of all instructional and degree-granting activities in undergraduate, graduate, and professional disciplines and fields; approval for the President, or in concert with him or her, of appointments, promotions, tenure, sabbaticals, and terms of employment of faculty and staff within all academic units; review and approval of consulting contracts or other outside employment of faculty as well as faculty leaves and faculty exchanges.
The Provost/Vice President for Academic Affairs coordinates the research and public service programs of the University. These responsibilities involve planning and promoting research and service activities which complement and contribute to the other activities and missions of the University. The Provost encourages and supports research through liaison with appropriate funding agencies and maintains and expands contacts with individuals and organizations for whom the University can provide appropriate public service.

Staff officers, designated as Associate Vice President for Academic Affairs or Assistant Vice President for Academic Affairs, assist the Provost/Vice President for Academic Affairs with planning, budgets, personnel matters, interdisciplinary programs, new program development, program evaluation, and supervision of support functions.

E. Office of Research

The Office of Research facilitates and enhances the pursuit and dissemination of knowledge through research and technology transfer. It includes six divisions – the Office of Sponsored Programs, Contract and Grant Accounting, the Office of Research Compliance, the Office of Technology Transfer, the Alabama Institute for Manufacturing Excellence, and the Central Analytical Facility – that report to the Vice President for Research and Vice Provost.

The Office of Sponsored Programs encourages research, instruction, and public service through support of faculty and university personnel in the pursuit and administration of externally funded grants and contracts in compliance with the requirements established by Federal and State laws, sponsor rules and regulations and University policies and procedures.

Contract and Grant Accounting supports University of Alabama faculty, staff, and students involved in sponsored agreements in ensuring the University’s financial transactions comply with fiscal and reporting requirements, as established by Federal and State law, agency regulations, and University policies and procedures.

The Office of Research Compliance provides internal oversight on compliance relating to the performance of human and animal research, conflict of interest, research misconduct, and export control.

The Office of Technology Transfer is responsible for developing and implementing an integrated, market-driven technology deployment plan that will facilitate commercialization of intellectual property generated by UA faculty, staff and students, as well as contribute to economic development in Western Alabama via University start-up and spin-off ventures. The activity is supported by the Alabama Institute for Manufacturing Excellence which is charged with adding value to intellectual property through research and marketing.

F. Office of Community Affairs

The Office of Community Affairs combines the capacity of a major research university with the expertise of community partners in an effort to expand the classroom and assist individuals and organizations in addressing quality of life issues in local, national, and international contexts. Community Affairs also implements strategies that increase capacity in organizations and cultural competency of the campus in an effort to foster an inclusive campus environment that promotes tolerance and values diversity. The Vice President supervises and is assisted by initiatives of the Office of Community Affairs, including the Center for Community-Based Partnerships, Crossroads Community Center, the Office of Equal Opportunity Programs, the Martin Luther King, Jr. Realizing the Dream Committee, the Tuscaloosa Consortium for Higher Education, and the Neighborhood Partnership Committee.
True to their motto “Engaging Communities and Changing Lives,” the Center for Community-Based Partnerships has worked to bring community partners and university faculty, staff and students together with shared goals and can claim success in scores of continuing projects. Areas in which it has applied the engaged scholarship concept include education, engineering, health, communication, veteran services, business, youth leadership, community festivals, entrepreneurship, ethics, social work, literacy, creative writing and others.

Crossroads Community Center provides a place of welcome and acceptance to students of any background or nationality. Sustained Dialogue and the Crossroads Network offer opportunities for people with an interest in sharing cultures on campus to work together. Other programs, such as “Turn on the A.C.” (Alabama Culture), First Wednesdays, Real Talk, Global Café, and Community Conversations, provide opportunities for students to share ideas and make friends.

The Office of Equal Opportunity Programs supports the University’s efforts to foster a diverse student body and workforce. The Office works with University Administration, departments, and committees to ensure that University policies and programs comply with applicable nondiscrimination requirements. The University Compliance Officer serves as the Campus Coordinator for Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. It is also positioning itself in conjunction with other campus sources to offer programs and resources in support of student veterans.

The Martin Luther King, Jr. Realizing the Dream Committee was founded to raise consciousness about injustice and promote human equality, peace, and social justice by creating educational and cultural opportunities for growth, empowerment, and social change so that every person may experience the bounty of life’s abundant possibilities.

The Tuscaloosa Consortium for Higher Education was established in 1997 to encourage collaboration among Shelton State Community College, Stillman College, and The University of Alabama. While each has a distinctive mission, this partnership has enabled faculty, staff, and students of these three institutions of higher education to build on their complementary strengths and to develop partnerships that will promote educational opportunity, support economic development, and enhance the quality of life in the Tuscaloosa community.

The Neighborhood Partnership Committee is a collaboration of The University of Alabama, residents and representatives of neighborhoods surrounding the campus, the City of Tuscaloosa, the Tuscaloosa Police Department, the University Police Department, the Student Government Association, and property managers located near The University of Alabama campus as well as those who have properties that cater to off-campus students. The group meets periodically to define, discuss, and solve issues related to University policies, activities, and growth that impact surrounding neighborhoods, adjacent businesses, off-campus students, traffic, municipal ordinances, and local laws.

**G. Office for Student Affairs**

The Vice President for Student Affairs provides direction for student services and leadership in the development of programs that complement or supplement classroom experiences and enrich the quality of campus life. The Vice President is assisted by a Senior Associate Vice President, an Associate Vice President, and Assistant Vice President, and the Dean of Students.

The Office of Student Affairs consists of five major areas:

*The Dean of Students Office* is charged with student culture and environment services and is led by the Dean of Students. The area includes Campus Ministers, Graduate Student Services, Greek Affairs, New Student
and First Generation Programs, Parent Programs, Student Judicial Affairs, Student Crisis Response, and Women’s Resource Center. These departments work in a variety of ways to support student learning.

**Student Involvement and Leadership** is lead by the Senior Associate Vice President for Student Affairs and comprehensively works with student organizations and individual student involvement. The departments of the Blackburn Institute, Community Service Center, Homecoming, National Student Exchange, Student Engagement, Student Government Association, and Student Involvement and Leadership comprise this area.

The Assistant Vice President for Student Affairs also serves as Executive Director of Housing & Residential Communities. Departments reporting through this area provide services that enhance the residential character of the University and build a sense of community among all students. The area includes Divisional Communication, Ferguson Student Union, and Student Affairs Assessment & Planning as well as on-campus student living.

The area of **Divisional Administration, Fiscal Affairs & Human Resources** is led by the Associate Vice President. Reporting through this area are departments that offer a wide variety of activities to enrich student life. They include the Career Center, Fiscal Affairs, Student Media (The Crimson White, Corolla, Marrs Field Journal, Black Warrior Review, Southern Historian, and WVUA), Technology/Web Development & Processes, and University Recreation.

The Counseling Center seeks to help students achieve academic success and personal growth through quality brief counseling and psychological services, outreach and consultative services, and training of mental health professionals. The Center provides a variety of group programming options related to emotional health and student success. The professional staff members cover topics such as stress management, time management, choosing a major, assertiveness training, conflict resolution, overcoming procrastination, improving relationships and many more.

The Division of Student Affairs maximizes each UA student’s learning experience. The maximize each UA student’s learning experience and result in productive citizenship, each member of the Division of Student Affairs will utilize his/her professional expertise to provide experiences that advance:

- Intellectual pursuits and lifelong learning
- A community that cultivates inclusiveness, respect, integrity, and responsibility
- Personal growth, development and leadership
- Interpersonal skills and relationships
- Opportunities for participation, contribution, and a sense of belonging
- Health, wellness, enjoyment, and fulfillment

**H. Office of University Advancement**
The Office of University Advancement promotes and develops support for the University of Alabama. Its four divisions – Advancement Services, Alumni Affairs, Communications, and Development – report to the Vice President of University Advancement, who is responsible for setting the direction of and coordinating their efforts. The three main functions of the office are constituency relations (including alumni, media and public relations), marketing communication, and fundraising. While each of the divisions has primary responsibility for one area, each one’s work reinforces and is reinforced by the others.

Alumni Affairs represents the more than 175,000 living University alumni worldwide, through 110 alumni chapters. The office works to channel the time, energy, and financial resources of alumni and friends into support of the University.
Development and Advancement Services identify and solicit financial support for the University from individuals, foundations, corporations, support groups, and private businesses. In support of this, they provide memoranda of agreement between the University and private donors of restricted gifts of all types, and draft resolutions for the Board of Trustees which recognize endowments and other significant contributions.

Communications helps develop public understanding of the mission of the University and of the changing directions of the institution. The office provides public relations planning, media relations work, and marketing communications development for the University in accordance with need and institutional priorities.

I. Office for Financial Affairs
The Vice President for Financial Affairs is the primary financial officer of the University and is fiscal advisor to the President. The Vice President supervises and is assisted by a Comptroller/Associate Treasurer, an Assistant Vice President for Human Resources, and an Assistant Vice President for Auxiliary and Support Services, and also supervises the University Department of Public Safety.

J. Divisions of the University
The term “division” refers to any of the colleges and schools headed by a dean. The divisions have diverse roles, scopes, and organizations.

The chief administrative officer of a division is a dean. The dean with assistance from an appropriate staff, receives and makes recommendations on curriculum, staffing, promotion, tenure, development, space, equipment, and all financial aspects of a division’s operation.

1. Capstone College of Nursing
The mission of the Capstone College of Nursing is to enhance the health and well-being of the people of the state of Alabama by advancing the profession of nursing through education, scholarship, and service. The college provides programs to prepare students for nursing practice at the baccalaureate, master's and doctoral levels and excels in innovative clinical practice and the creative use of technology to advance nursing practice, education, and scholarship. Through the collaborative efforts of a community of diverse faculty and students, the college promotes excellence in the nursing profession.

2. College of Arts and Sciences
The College of Arts and Sciences is central to the instructional, research, and outreach missions of the University of Alabama. The College provides the fundamental liberal arts foundation necessary to the education of all University of Alabama students. It is dedicated to educating individuals based on the liberal arts philosophy of making each student a life-long learner.

The College is committed to leadership in pedagogical innovation and the use of technology to further student learning. It values the traditional residential campus and is dedicated to providing an array of stimulating learning communities where students may grow personally and intellectually. The discovery and sharing of knowledge is at the heart of our enterprise. The College is committed to leadership in the creation, dissemination, and application of knowledge and the preparation of future scholars. It accomplishes this by maintaining and enhancing both its nationally competitive faculty and its nationally ranked graduate and undergraduate programs.

Learning and quality-of-life are interrelated. As the state’s largest liberal arts college, the College is central to the cultural, intellectual, and social life on campus and in the community, state, and region. The College contributes fundamentally to the economic development of the state through teaching, creative activity, research, and outreach. The College holds to the principle that knowledge must serve humanity and our