

# Administrative Officers Summary

Converse University is ultimately a community of caring and capable people who support one another and who work to achieve the mission of the institution. In other words, you are entering a community of colleagues who, depending on the responsibilities of their office, aim to support you and the success of our students. Below are slightly truncated descriptions of select administrative offices on campus, particularly those you are most likely to need. Fuller descriptions, plus a list of responsibilities, are available in the *Faculty Handbook*.

## **President of the University – Boone Hopkins**

The President is the administrative and chief executive officer of the University. The President exercises complete executive authority, subject to the direction of the Board of Trustees, and is responsible for carrying out the policies of the Board of Trustees. Similarly, the President is the leader and official spokesperson for the University and promotes the educational excellence, general development, and welfare of the University. The President defines the authority of faculties, councils, committees, and officers of the institution. All projects, programs, and institutional reports undertaken on behalf of the institution are subject to the President's authorization and approval.

## **Provost & Vice President for Academic Affairs – Joe Wilferth**

The Provost is the chief academic and student life officer of the University. As such, the Provost oversees our educational and student life programs. The Provost focuses on academic and student life strategic planning and implementation, especially for curricular development, faculty resource planning, student development and success, and enrollment and resource growth. Additionally, the Provost oversees compliance with federal and state regulations for the academic and student life programs and with general and specialized accreditations, particularly by working with the Director of Institutional Research and Effectiveness.

## **Associate Provost for Student Success – Will Case**

The Associate Provost for Student Success serves as Director of Student Development and Success, assists in the development and administration of the First Year Experience, administers and develops the advising program, coordinates the administrative role in student retention, oversees and administers decisions for student petitions for exceptions to curricular requirements, coordinates the advisement of transfer students, and more.

## **Associate Provost for Research and Engagement – Neval Ertürk**

The Associate Provost for Research and Engagement leads the University's efforts to direct, expand and guide research, scholarship, and creative mission. The Associate Provost for Research and Engagement is responsible for overseeing research compliance entities, policies, procedures, and educational programs that support research and related activities, including aligning the office's goals with the University's strategic priorities. The associate provost for research in collaboration with the academic deans and the grant office encourages the development and implementation of high-quality research initiatives and establishes and maintains a culture of responsible conduct of research among faculty, students, and staff, provides strategic support during the process of grant application, and promotes adherence to all governmental, university, and sponsoring agency regulations during the research process including compliance with all SACSCOC and other applicable accrediting bodies.

## **Dean of the Converse College for Women – Chandra Hopkins**

The Dean of the Converse College for Women is a member of the President's Cabinet and reports to the Provost. In the role as Dean of the Converse College for Women, the CCW Dean leads the programmatic planning for the Women's College along with recommendations from the Student Experience Transition Committee and develops the signature experiences and possible courses that

distinguish the Women's College within Converse University. This role also builds on the historic and important tradition of the Women's College and continues the invaluable connection between the strong alumnae network and current students of Converse.

#### **Dean of the School of the Arts – Chris Vaneman**

The Dean of the School of the Arts is appointed by the President upon the recommendation of the Provost. This Dean provides leadership to the School of the Arts and its component units: the Petrie School of Music, the Department of Theater and Dance, and the Department of Art and Design. The Dean of the School of the Arts focuses on supervision of department chairs, the professional development of the faculty within the School and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. Additionally, the Dean focuses on support of students in the School's academic programs, including supervising resolution of student complaints beyond the department chair level. The Dean of the School of the Arts reports to the Provost, performing the duties they delegate and, in general, is responsible for all academic affairs within the School of the Arts.

#### **Dean of the School of Liberal Arts & Sciences – Erin Templeton**

The Dean of the School of Liberal Arts & Sciences is appointed by the President upon the recommendation of the Provost. This Dean provides leadership to the School and its component departments. The Dean of the School of Liberal Arts & Sciences focuses on supervision of department chairs, the professional development of the faculty within the School and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. Additionally, the Dean focuses on support of students in the academic program, including supervising resolution of student complaints beyond the department chair level. The Dean of the School of Liberal Arts & Sciences reports to the Provost, performing the duties they delegate and, in general, is responsible for all academic affairs within the School.

#### **Dean of the School of Business & Data Science – Erin Templeton (interim)**

The Dean of the School of Business & Data Science is appointed by the President upon the recommendation of the Provost, who provides leadership to the School of Business & Data Science, including its component departments. The Dean of the School of Business & Data Science focuses on supervision of department chairs, the professional development of the faculty within the School and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. In addition, the Dean focuses on support of students in the School's academic programs, including supervising resolution of student complaints beyond the department chair level. The Dean of the School of Business & Data Science reports to the Provost, performing the duties they delegate and, in general, is responsible for all academic affairs within the School. The Dean of the School of Business & Data Science represents the School on the Leadership Council.

#### **Dean of The Graduate School – Lienne Medford**

The Dean of The Graduate School is appointed by the President upon the recommendation of the Provost. This Dean serves as Chair of the Graduate Admissions Committee, Graduate Faculty, and Graduate Council; develops and approves all off-campus Graduate work, including contract courses; works with the Department of Education at Converse to process certificate renewals with the State Department of Education; works directly with the Provost and the Director of Institutional Research and Effectiveness to ensure program quality and compliance with all accreditation and other regulatory requirements; and more. The Dean of The Graduate School focuses on supervision of department chairs, the professional development of the faculty within The Graduate School and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. Additionally, the Dean focuses on support of students in The Graduate School's academic programs, including resolution of student complaints beyond the department chair level.

#### **Director of the Carroll McDaniel Petrie School of Music – Susana Lalama**

The Director of the Petrie School of Music assists the Dean of the School of the Arts in the administration of the School of Music. The Director of the Petrie School of Music oversees the operation

of the Petrie School of Music's academic and music performance programs, including operational responsibility for education and performance standards (including academic standards, examinations and student juries, advisory review of transfer transcripts, and class attendance) and reports to the Dean of the School of the Arts.

#### **Registrar and Director of Institutional Research & Effectiveness – Kendra Woodson**

The Registrar is responsible for the accurate, timely, and secure management of students' academic records, attendance, class enrollments, schedules and catalogs in accordance with federal and state laws, as well as University rules and policies. Reporting to the Provost, the Registrar is charged with the overall operations for the Office of the Registrar including the entire registration process, transfer credit process, transcripts and graduation. The Registrar offers strong leadership, technical, and interpersonal skills and acts as a central resource for academic and policy information related to student records management. Please take advantage of the Office of the Registrar for matters that fall under the responsibility of that office.

#### **Director of Mickel Library – Wade Woodward**

The Director of the Mickel Library provides administrative oversight of and responsibility for all areas of the Mickel Library including the coordination of planning, development, and maintenance of an appropriate environment for the utilization of library resources and services. [See more about Mickel Library later in this document.](#)

#### **Department Chairs**

Academic Deans appoint department chairs; department chairs report to the appropriate academic Dean. The position of department chair requires professional leadership and substantial responsibility. Specifically, department chairs lead departmental faculty in academic planning and in curriculum development. Chairs are expected to assume full responsibility for the results of their leadership insofar as these results affect the efficiency and the morale of their departments. Chairs are responsible for the effective teaching and faithful performance of other duties of the faculty in the department, including the teaching performance of adjunct faculty.

The follow organizational chart may assist you in understanding the structure of Academic Affairs at Converse University. Of course, your department chair is most readily available to answer questions and address classroom and/or departmental matters.