

## Contents

Policy Name .....	2
Purpose and Scope .....	2
Responsibilities .....	2
Policy.....	2
Exceptions to Policy .....	2
Policy Review .....	2
References and Related Policies.....	2
References .....	2
Related Policies.....	3
Exhibits .....	3
Document Review Log.....	3

## Policy Name

1.1020 Administrative Structure

## Purpose and Scope

This policy defines the administrative structure for Alvernia University ("AU").

## Responsibilities

Title or Role	Definition and What They are Responsible For
<b>President</b>	Maintains and enforces this policy. Receives exceptions to the policy.
<b>Senior Leadership Team</b>	Serves as final approval for policy and assists with reviewing exceptions to the policy.

## Policy

The administrative structure of the University is organized by the President to assist in carrying out the operations of the institution. Officers of the University, who form the President's Senior Leadership, are ratified by the Board of Trustees and may assume major responsibilities for operational decision-making either through authority delegated by the President or as a routine part of their jobs. Other administrators are appointed to work with various officers or the President and are assigned duties that will advance the University's operational interests.

Detailed job descriptions for administrative and professional positions are available in the Human Resources Office.

Detailed descriptions of the duties of Department Chairs are in the Faculty Handbook.

## Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

## Policy Review

The Office of the President policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

## References and Related Policies

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this policy.

### References

n/a

## Related Policies

n/a

## Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

## Document Review Log

Date Reviewed	Description of Changes
2004/2015	Policy and Procedure Manual
3/14/2024	SLT Approval