

1.5 Administration

The administration comprises all persons who have responsibilities for matters of college/university operations apart from instruction of students. The internal organization and reporting structure of administrators and administrative staff are detailed in the appendix to Part I (available from the Human Resources Office). The *Faculty Handbook* includes a brief description of the authority and responsibilities of those administrators who have responsibilities to the academic program.

1.5.1 The Presidents

The president of the College of Saint Benedict is the chief executive officer of the college and reports directly to the Board of Trustees on all matters of college operation. The president of Saint John's University is the chief executive officer of the university and reports directly to the Board of Regents on all matters of university operation.

The presidents work together to strengthen the coordinate relationship between the college/university while preserving the separate identity of each institution.

1.5.2 The Provost

The provost is the chief academic officer and is accountable to both presidents for oversight of all academic and academically related programs and services in the coordinate curriculum of the college/university. The provost empowers deans, department chairs and other academic administrators to fulfill their responsibilities effectively and efficiently by hiring and retaining a faculty capable of sustaining the coordinate curriculum. The provost also directs the coordinate academic planning process and oversees administration on all academic budgets and the use of academic facilities.

1.5.3 The Associate Provost and Academic Dean

The associate provost and academic dean is accountable to the provost for the orderly administration of academic programs.

The locus of each faculty appointment is in a specific department. The associate provost and academic dean's responsibilities for scheduling, evaluation and matters of student and faculty interpretation of educational policies are included in his/her

oversight. Matters specific to a faculty member's College of Saint Benedict or Saint John's University contract are to be called to the attention of the associate provost and academic dean.

1.5.4 The Dean of the School of Theology

The dean of the School of Theology is the chief administrative officer of the School of Theology, and reports to the provost. The dean holds a faculty appointment at Saint John's University, and is a member of the president's staff and coordinate cabinet. The dean of the School of Theology, in conjunction with the rector, is responsible for informing and seeking advice of the chancellor, the ordinary of the diocese of Saint Cloud and the School of Theology Board of Overseers concerning the professional and religious functions of the school as they may be guided by canonical norms.

1.5.5 Division Heads

The division head represents the departments inside of that division and has administrative responsibilities within that division. As an administrator, the division head is responsible for the proper functioning and coordination of the departments of the division. There are four divisions: fine arts, humanities, natural sciences and social sciences.

Division heads are ranked faculty members. They report to the associate provost and academic dean.

1.5.6 Department Chairs

The chair of a department of instruction represents the faculty of that department and has administrative responsibilities within that department. As an administrator, the chair is responsible for the proper functioning of the department; governance, faculty, students and facilities.

Department chairs are ranked faculty members. They report to the provost and to the dean responsible for the academic division that their department is in.