

20.3 Administrative Organization

- **20-3-1 Purpose**

1. Purpose. The administrative organization outlines reporting hierarchy and responsibilities for Eastern New Mexico University-Roswell (ENMU-Roswell) administrators. The key administrative ENMU-Roswell positions are as follows:

President

The President is the Chief Executive Officer of ENMU-Roswell. This person reports directly to the University System President and is a member of the President's Council. The President chairs the Cabinet. She/he is responsible for all matters relative to ENMU-Roswell and shares responsibility for coordinating developments at the Roswell Campus with the ENMU system administration.

Vice President for Academic Affairs

The Vice President for Academic Affairs is the second ranking administrative officer of ENMU- Roswell, reports directly to the President. This administrator is a member of the Cabinet, Administrative Council and the University Academic Council for ENMU. She/he is responsible for all matters relative to instruction including the instructional divisions, the Learning Resource Center, Customized Training and Learning Technologies.

Vice President for Business Affairs

The Vice President for Business Affairs is the third ranking administrative officer of ENMU- Roswell, reports directly to the President and is a member of the Cabinet and Administrative Council. She/he is responsible for planning and all matters relative to the institution's fiscal operations, Physical Plant, Computer Center, Bookstore, Childcare Center and Food Services.

Vice President for Student Affairs

The Vice President for Student Affairs reports directly to the President and is a member of the Cabinet and the Administrative Council. She/he is responsible for all matters relative to student affairs including Admissions and Records, Financial Aid, advising, student outreach, Campus Security, Testing Services, housing and student social and recreational activities..

Director of College Development

The Director of College Development reports directly to the President and is a member of the Cabinet and Administrative Council. She/he is responsible for the marketing program, foundation, campus website, coordination of publicity, promotional materials, publications and special events.

Director of Human Resources

The Director of Human Resources reports directly to the President and is a member of the Cabinet. She/he is responsible for administering all policy and procedure, administering benefits, new employee processing including new employee orientation, oversees payroll and is the advocate for all employees.

Faculty Senate

The Faculty Senate consists of elected representatives of the faculty of ENMU- Roswell (with representative membership to the University- wide Faculty Senate), which exists to represent the faculty's interests in matters of importance in the development of the campus. It also serves to promote

understanding of the faculty interest and role in the administration of the campus. To this end, the President of the Faculty Senate serves on the President's Senate.

Professional Staff Senate

The Professional Staff Senate membership consists of all permanent professional staff personnel, full- or part-time, employed at ENMU-Roswell. It serves to promote an understanding of the Professional Staff's interest and role in the administration of the campus. To this end, a representative of the Professional Staff Senate serves on the President's Senate.

Support Staff Senate

The Support Staff Senate membership consists of all support staff personnel, full or part-time, employed at ENMU-Roswell. It serves to promote an understanding of the Support Staff's interest and role in the administration of the campus. To this end, a representative of the Support Staff Senate serves on the President's Senate.