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OFFICE FOR ACADEMIC AFFAIRS

Roger G. Brown, B.S., M.A., Ph.D.	Provost and Vice Chancellor for Academic Affairs
Richard T. Bothel, B.S., M.A., Ed.D.	Associate Provost for Outreach
Alexander N. Chen, B.S., M.S., Ph.D.	Associate Vice Chancellor for International Programs
William H. Gash, Jr., B.S., B.M.Ed., M.M.Ed., M.B.A., Ph.D.	Assistant Vice Chancellor for Academic Affairs
Thomas J. Leach, B.S., M.A., Ph.D.	Interim Dean, College of Arts and Sciences
Linda Ellen Oxendine, B.A., M.Ed., Ph.D.	Chair, Department of American Indian Studies
Paul Van Zandt, B.F.A., M.F.A.	Chair, Department of Art
Bonnie A. Kelley, B.S., M.Ed., Ph.D.	Chair, Department of Biology
Jose J. D'Arruda, B.S., M.S., Ph.D.	Chair, Department of Chemistry and Physics
Dennis Sigmon, A.B., M.A.T., Ph.D.	Chair, Department of English, Theatre and Languages
Robert W. Brown, B.A., M.A., Ph.D.	Chair, Department of History
William H. Phillips, B.A., M.Ed., M.S.	Chair, Department of Mass Communications
Gilbert L. Sampson, B.S., M.A., Ph.D.	Chair, Department of Mathematics and Computer Science
George R. Walter, B.S., M.M., Ph.D.	Chair, Department of Music
Peggy Opitz, B.S., M.S., R.N., Ed.D.	Interim Director, Nursing Program
Daniel G. Barbee, B.A., M.A., Ph.D.	Director, Public Management Program
Ray K. Sutherland, B.A., M.A., Ph.D.	Chair, Department of Philosophy & Religion
Robert O. Schneider, B.A., M.A., Ph.D.	Chair, Department of Political Science and Public Administration
Elizabeth Denny, B.A., M.A., Ph.D.	Chair, Department of Psychology and Counseling
Richard R. Kania, B.A., M.A., Ph.D.	Chair, Department of Sociology, Social Work and Criminal Justice
Kenneth Clow, B.A., M.B.A., Ph.D.	Dean, School of Business
Zoe W. Locklear, B.S., M.Ed., Ph.D.	Dean, School of Education
Thomas M. Thompson, B.S., M.A., D.A.	Chair, Department of Health, Physical Education and Recreation
Irene Aiken, B.A., M.A., Ph.D.	Director of Teaching Fellows Program
Warren Baker, B.A., M.A.Ed., Ed.D.	Director of University School Services
Susan Moody, B.S., M.A.	Director of Instructional Technology
	Director of Aerospace Studies (AFROTC)
	Director of Military Science (AROTC)
Kathleen C. Hilton, B.Ed., M.A., Ph.D.	Interim Dean, School of Graduate Studies
Gene A. Brayboy, B.A., MPH	Director, Sponsored Research and Programs

Elinor Folger Foster, B.A., M.L.S., Ed.D.	Director of Library Services
Suellen Cabe, B.S., M.S., Ph.D.	Director of Institutional Research and Planning
Sandra Stratil, B.A., M.A.	Director of College Opportunity Program
Sara B. Brackin, B.S., M.A.	Registrar
Tom Jackson, B.S., M.S.	Interim Director of University Computing and Information Services
Larry McCallum, B.A., M.A.	Director of Trio Programs
Stanley G. Knick, B.A., M.A., Ph.D.	Director/Curator of Native American Resource Center
A. Warren Love, B.S., M.Ed.	Director of Media Center
Rowena Peeler	Telephone Operator Supervisor
Sylvia H. Pate, B.S., M.S.	Director of Regional Center

2-7.1 Dean, College of Arts and Sciences

The College of Arts and Sciences is organized and administered by the Dean of the College of Arts and Sciences, who is responsible to the Provost and Vice Chancellor for Academic Affairs for planning, implementation, development, supervision, evaluation and promotion of all arts and sciences programs.

The Dean's duties include assuring academic program standards, developing program budgets, and promoting programs in the College. The following departments are in the College of Arts and Sciences: American Indian Studies, Art, Biology, Chemistry and Physics, English, Theatre and Languages, History, Mass Communications, Mathematics and Computer Science, Music, Philosophy and Religion, Political Science and Public Administration, Psychology and Counseling, Sociology, Social Work and Criminal Justice, the Nursing program and the Public Management program. The departmental chairs and directors in these departments report to the Dean.

2-7.2 Dean, School of Business

The School of Business is organized and administered by the Dean of the School of Business, who is responsible to the Provost and Vice Chancellor for Academic Affairs for planning, implementation, development, supervision, evaluation and promotion of business programs.

The Dean's duties include assuring program standards, developing program budgets, and promoting programs in the School.

2-7.3 Dean, School of Education

The School of Education is organized and administered by the Dean of the School of Education, who is responsible for the coordination, development, evaluation and promotion of all teacher education programs on a University-wide basis and reports directly to the Provost and Vice Chancellor for Academic Affairs. The Dean serves as chair of the University-wide Teacher Education Committee and works with the chairs of all departments with teacher education programs to ensure quality teacher preparation and compliance with state and national accreditation standards. Other duties include developing program budgets and promoting programs; coordinating University efforts to improve NTE performance; and implementing other activities and projects as assigned by the Provost and Vice Chancellor for Academic Affairs. The Departments of Health, Physical Education and Recreation, Aerospace Studies and Military Science are housed in this School and the departmental chairs report to the Dean.

2-7.4 Dean, School of Graduate Studies

The School of Graduate Studies is organized and administered by the Dean of the School of Graduate Studies, who is responsible to the Provost and Vice Chancellor for Academic Affairs for planning, implementation, development, supervision, and evaluation of all graduate programs. The Dean's duties include working with the Graduate Council to develop policies in admissions and registration; keeping academic records; assuring academic program standards; developing program budgets; and promoting graduate programs.

2-7.5 Assistant Vice Chancellor for Academic Affairs

The Assistant Vice Chancellor for Academic Affairs is responsible to the Provost and Vice Chancellor for Academic Affairs. He provides leadership, direction, and coordination for the academic support areas and acts as liaison between these areas and other areas of the University. Reporting directly to the Assistant Vice Chancellor for Academic Affairs are the Registrar, the Director of University Computing and Information Services, the Director of Institutional Research and Planning, the Director of Library Services, the Coordinator of Retention Activities, the Director/Curator of the Native American Resource Center, the Director of the Media Center, the Director of the College Opportunity Program, and the Director of Trio Programs, the Coordinator of the American with Disabilities Act (ADA), the Director of North Carolina Health Career Access Program and the Director of HCOP. He is responsible for appointing two faculty members to the Readmission Appeals Committee. He performs other duties as assigned by the Provost and Vice Chancellor for Academic Affairs.

2-7.6 Director of University-School Programs

The Director of University-School Programs is responsible for providing leadership and coordination for the University's public school outreach programs, partnerships, and services and reports directly to the Dean of the School of Education.

The Director works in conjunction with the faculty, staff, and Dean to carry out the University's commitment to assisting the public K-12 schools. His responsibilities include: facilitating the public service mission of UNC Pembroke by functioning as coordinator of school outreach programs, partnerships, and services; providing leadership in the development and implementation of university-school programs, partnerships, and services; collaborating with local education agencies in the recruitment of students into education careers; representing the University as appropriate at meetings and functions related to public school activities; providing the University with information and reports on the effectiveness of university-school programs, partnerships, and services; arranging and coordinating periodic meetings with University representatives and school officials in the UNC Pembroke region; pursuing sources of funding to enhance collaborative partnerships; and continuing leadership for such activities as the "First Friday" program. He also serves as chair of the University-School Programs Advisory Committee.

Additionally, the Director is responsible for coordinating and monitoring early field experiences, student teaching, and school social work internship experiences. Other specific duties include: screening applicants for the professional semester; coordinating placements for student teachers and school social work interns; monitoring the performance of student teachers; maintaining accurate records of student teaching and internship experiences; coordinating the Teacher Education Program admission interviews; implementing other activities and projects as assigned; and serving as a member of the Teacher Education Committee.

The Assistant Director of University-School Programs reports to the Director of University-School Programs and assists the Director with carrying out the responsibilities and duties in school partnerships.

2-7.7 Director, Office of Sponsored Research and Programs

The Office of Sponsored Research and Programs functions under the auspices of Academic Affairs, and the Director reports to the Provost and Vice Chancellor for Academic Affairs. The Office of Sponsored Research and Programs aligns with similar offices on the 16 campuses of The University of North Carolina. It reports all grant, contract and cooperative activities to the Research Division, The University of North Carolina General Administration. The Director is responsible for implementing and managing the University's grant, contract and cooperative agreement program. As the focal point for sponsored research and programs, staff provide technical assistance and other support services to faculty and staff members in proposal development. The Director is also responsible for developing grant proposals, maintaining sponsor databases, and alerting faculty and staff to potential sponsored program opportunities that are compatible with their interests. Sponsored

programs must be consistent with the mission of the University. Examples of these include: applied and basic research, national research service awards, research career training, instructional and teaching awards, public service programs, student training programs, and economic development activities. Internal and external partnerships and collaborative arrangements are encouraged.

The University policy on developing and processing sponsored program proposals is delineated in the Guide for External Programs Support.

2-7.8 Director of Continuing Education and Summer Session

The Director of Continuing Education and Summer Session reports to the Assistant Vice Chancellor for Academic Affairs. The Director plans and implements educational programs designed to meet the intellectual and cultural needs of on-campus and off-campus students. To achieve this goal, a diversified selection of evening classes, early morning classes, week-end classes, distance learning classes, distance learning programs, and workshops, are available for students.

The Director works closely with academic departments in developing specific course offerings and sequences designed to complete requirements. Non-degree activities, in which Continuing Education Units are awarded, are also planned and coordinated by the Director.

2-7.9 Director of Library Services

The Director of Library Services reports to the Assistant Vice Chancellor for Academic Affairs and is responsible for the building, balancing, and managing of the University's collections of educational support materials housed in the Sampson-Livermore Library and all other aspects of library responsibilities outlined below. The Director performs the following duties: acts as the library officer for finance, resource development, personnel, public information, and security; coordinates the delivery of reference, interlibrary loan, cataloging, circulation, periodicals, library use instruction, and other services; coordinates the development of arrangements for library support for distance education and cooperative agreements; provides routine and special research for the University administrative officers as requested; prepares reports as needed; and represents the Library as appropriate at the regional, state, and national level.

2-7.10 Director of College Opportunity Program

The Director of College Opportunity Program is responsible for directing and coordinating the College Opportunity Program (COP). Included in her duties are supervision of the College Opportunity Program; coordination of placement testing for COP students; supervision of the instructional activities and freshman composition for the students identified in the College Opportunity Program; coordination and supervision of the advisement and counseling of these students; and supervision of the Learning Center. An additional major

responsibility is the development of a system for the collection of data for evaluation purposes of COP. The Director is responsible to the Assistant Vice Chancellor for Academic Affairs.

2-7.11 Registrar

The Registrar is responsible to the Assistant Vice Chancellor for Academic Affairs. Her primary responsibilities are: registering students; maintaining all student academic records; checking hours and grade point averages for graduation; preparing the graduation list; maintaining all grade reports; scheduling of all academic facilities; supervising the preparation of various forms on individual students as required by federal, state and institutional agencies; and supervising the issuance of transcripts to appropriate individuals and agencies.

2-7.12 Director, Office of University Computing and Information Services

The Director for Office of University Computing and Information Services is responsible to the Assistant Vice Chancellor for Academic Affairs for directing University computing, directing the NC-REN facility, administering networking systems, and the reporting of institutional data as required by General Administration. The responsibilities include programming support, faculty development, faculty and staff training for software and computer usage, academic and administrative computing, a local campus-wide data network, access to LINC NET, NCIH and INTERNET, and the compilation of University data required for submission to General Administration. In addition, the Director also works with directors of the appropriate offices on the adaptation of admissions, registration, financial records, personnel, purchasing, alumni, and the institutional advancement procedures to automated data processing procedures. The Director is also responsible for the collection of information and the compilation of statistical reports as required by the University.

2-7.13 Director of Trio Programs

The Director of Trio Programs is responsible to the Assistant Vice Chancellor for Academic Affairs for the management and supervision of the Upward Bound/Student Support Services Programs. His duties include the planning, development, and implementation of the Trio Program.

2-7.14 Director/Curator of the Native American Resource Center

The Director/Curator of the Native American Resource Center is responsible for the general administration of the Center and for the selection and acquisition of artifacts and materials for the collection. The responsibilities of this position include formulating policies and goals; short-range and long-range planning including space utilization and maintenance needs; storing, displaying, and cataloging the acquisitions; scheduling activities within the Center including establishing exhibits and organizing tours; supervising secretarial staff; managing the Center's finances; presenting lectures to community or special groups;

promoting the Center; developing Center publications; helping to gain external funding to enhance the development of the Center; assisting with external funding in related areas of the University; and teaching interdisciplinary courses related to Native Americans. The Director/Curator is responsible to the Assistant Vice Chancellor for Academic Affairs.

2-7.15 Department Chairs

The Chairs of the academic departments are responsible to the respective Dean of the College/School in which the department is housed. Their responsibilities include the general management and administration of their departments; providing leadership and example to their departments and the University in teaching and scholarly/professional/grant activities and public service; the recruitment of departmental staff and faculty; the preparation of class schedules; the assignment of teaching loads; the assignment of advisees; the preparation of departmental budget requests; the academic advisement of students; the assignment of office space; the scheduling of university facilities, including classrooms; the processing of travel requests; the establishment and maintenance of daily office hours by faculty members; the preparation and submission of requests by faculty members to be absent from class and/or absent from the University; academic planning; and preparation of evaluations and recommendations concerning members of their departments. Chairs of departments offering graduate programs work with the Office of Graduate Studies to ensure that appropriate graduate faculty are available and that recruitment initiatives are carried out. Chairs of those departments offering teacher education programs work with the Director of Teacher Education to ensure quality teacher preparation and compliance with state and national accreditation standards. The Chairs work cooperatively with the academic officers of the University.

2-7.16 Director of Media Center

The Director of the Media Center is responsible to the Assistant Vice Chancellor for Academic Affairs for the management of the Media Center. His duties include development and coordination of plans for Media Center services to academic departments, to the testing center, to the library, and to other University units. He will also render community service and service to students and the University as directed by the Assistant Vice Chancellor for Academic Affairs.

2-7.17 Director of Instructional Technology (for Teacher Education) and Licensure Officer

The Director of Instructional Technology (for Teacher Education) and Licensure Officer is responsible for developing and providing instructional programs and activities for teacher education faculty and students. Reporting directly to the Dean of the School of Education, the Director's specific duties include: coordinating admissions to all teacher education programs, serving as the University licensure officer, monitoring the progress of all teacher education majors admitted to candidacy, assisting with conducting appropriate follow-up studies of teacher education graduates, developing instructional technology

programs and activities for teacher education faculty, students, and inservice teachers and administrators, coordinating School of Education grant activities, serving as a member of the Teacher Education Committee (keeping the minutes), serving as a member of the Teacher Education Technology Committee and implementing other activities and projects as assigned by the Dean of the School of Education.

2-7.18 Director of the Teaching Fellows Program

The Director of the Teaching Fellows Program is responsible for planning, implementing, and monitoring all aspects of the Teaching Fellows Program. Reporting to the Dean of the School of Education, the Director's specific responsibilities include: developing and implementing recruitment and program activities; working with appropriate offices and individuals on campus to promote the program, arranging for housing, arranging for special programs and activities, etc.; serving as academic advisor to the Teaching Fellows; monitoring the progress of Teaching Fellows; submitting all reports/information requested by the Public School Forum and/or Teaching Fellows Commission in a timely manner; and serving as a member of the Teaching Fellows Advisory Committee.

2-7.19 Director of Advisement and Retention

The Director of Advisement and Retention is responsible to the Assistant Vice Chancellor for Academic Affairs. His primary responsibilities are to increase retention by providing comprehensive and effective retention activities and programs. Specifically, he is to: organize, staff, train, evaluate and teach in the Freshman Seminar course, develop and conduct student success workshops based on needs identified through various sources (students with less than a 1.5 QPA, students placed on probation, students identified through the Early Alert Program, etc.), assist with new and transfer student Orientation Sessions, and advise new students. The Director is also responsible for updating publications used in the Freshman Seminar classes and for the various intervention programs. The Director works on additional retention focused activities as assigned by the Assistant Vice Chancellor for Academic Affairs.

2-7.20 Telephone Operator Supervisor

The Telephone Operator Supervisor is responsible for coordinating University telephone service, training new operators, and provides general University information to students, visitors, and staff. She reports to the Director of University Computing and Information Services.

2-7.21 Associate Provost for Outreach

The Associate Provost for Outreach reports directly to the Provost and Vice Chancellor for Academic Affairs. The Associate Provost for Outreach is responsible for

providing leadership for and management of the Division of Continuing Education and Distance Learning and the Regional Center for Economic Development.

The duties and responsibilities of the Associate Provost for Outreach are as follows: to supervise the Director of Continuing Education and Distance Learning and the Executive Director of the Center for Economic Development; to provide leadership and administrative support in budgeting, personnel, long range planning, and policy matters in these areas; to work with the Provost and Chancellor to develop an overall strategy for providing connectivity to various entities throughout the region and beyond; to ensure that local, regional, state, national and international operations are aware of the services and opportunities that UNCP can provide via our various outreach activities; to serve as the University's representative at local, regional and state economic summits along with the Chancellor; to expand the revenue generating activities of our various outreach activities significantly and to recommend new and innovative ways to reach and serve our external publics; to recommend new and creative programs to the Provost and Chancellor which will engage our faculty and students in outreach activities; to carry out special projects and activities as assigned by the Provost and/or Chancellor.

2-7.22 Director of Regional Center for Economic, Community & Professional Development

The Director of the Regional Center for Economic, Community and Professional Development is responsible to the Associate Provost for Outreach for the general administration of the office. Responsibilities of this position include formulating policies and goals for the office which provides outreach to citizens of the region through innovative programs, partnerships with organizations, small business assistance, and a wide range of professional development opportunities. Services include research, planning, assessment, consulting, conference design, and customized training.

Working closely with a corporate advisory committee, the director oversees the professional development area of the Center which includes non-credit workshops leading to a certificate in Management Development with concentrated study in group dynamics, communications, quality, change, and organizational development. Other programs include mediation; conflict resolution; public forum moderator skills; and leadership skills for educators, law enforcement professionals, and Chambers of Commerce members.

The Director is also responsible for administration of the Small Business and Technology Development Center (SBTDC), an inter-institutional program of The University of North Carolina which provides counseling free of charge to individuals seeking to start or expand a business.