



# **POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

16. understand and consistently apply the policies and procedures of the University and the Southern Association of Colleges and Schools Commission on Colleges, United States Department of Education, and other external regulatory agencies; and
17. Cabinet.

17. advise the president regarding the status of all areas for which the administrative oversight has been assigned;
18. participate in fund-raising activities and projects as defined by the university's master development plan;
19. represent the university in civic and community activities as requested;
20. understand and consistently apply the policies and procedures of the University and the Southern Association of Colleges and Schools Commission on Colleges, United States Department of Education, and other external regulatory agencies; and
21. assume other administrative responsibilities as assigned by the president.

15. review and approve recommendations with respect to appointments, promotions,

- university;
11. coordinate all donor relations for the university system, its school deans and departments, and external campuses;
  12. develop corporate, foundation, and individual major donor prospects;
  13. provide administrative direction for all university publications;
  14. provide administrative direction for the maintenance of alumni records, liaison with the officers of the Association of Former Students, alumni chapters, alumni events, and publications;
  15. develop and maintain reference sources for fund raising, prospect research, and professional development;
  16. conduct annual evaluations of those programs and personnel directly responsible to the vice president of institutional advancement;
  17. develop, with appropriate system input, and forward for approval, those policies which define university practice in areas of assigned administrative oversight;
  18. interpret university policy to Wayland faculty and staff;
  19. review and approve recommendations with respect to the preparation of the annual budget and special budget requests in areas of assigned administrative oversight;
  20. administer those personnel and budgets which fall under assigned administrative oversight;
  21. review and approve recommendations with respect to appointments, promotions, terminations, leaves of absence, and salaries in areas of assigned administrative oversight;
  22. advise the president regarding the status of all areas for which the administrative oversight has been assigned;
  23. participate in fund-raising activities and projects as defined by the \_\_\_\_\_ master development plan;
  24. represent the university in civic and community activities as requested;
  25. monitor policies and procedures designed to ensure that the Office of Institutional Advancement fulfills its defined mission;
  26. understand and consistently apply the policies and procedures of the University and the Southern Association of Colleges and Schools Commission on Colleges, United States Department of Education, and other external regulatory agencies; and
  27. assume other responsibilities as assigned by the president.

**Vice President of Enrollment Management**

The vice president of enrollment management is responsible for developing and implementing a comprehensive enrollment management plan, ensuring effective communication within the university community, in the areas of assigned administrative oversight, ensuring that administrative offices are sensitive to student needs and concerns, ensuring a positive university image, developing and initiating programs to increase enrollment and to retain students. The specific responsibilities of the vice president of enrollment management include the following:

1. act with integrity in all matters and exhibit behavior that reflects the highest ethical and professional standards;
2. work cooperatively with the president in all areas that impact the university;
3. \_\_\_\_\_ nagement  
Committee;
4. \_\_\_\_\_ Cabinet;
5. ensure that the climate of the university campuses is conducive to the spiritual growth of students, faculty, and staff, and is consistent with that expected of a Christian university;
6. develop, with appropriate university input, an annual plan for the enrollment management addressing all areas of administrative oversight;
7. provide administrative oversight for the following:

- A. admissions/recruitment
  - B. financial aid
  - C. retention
8. monitor policies and procedures designed to ensure that the Office of Enrollment Management fulfills its defined mission;
  9. conduct annual evaluations of those programs and personnel directly responsible to the vice president of enrollment management;
  10. develop, with appropriate system input, and forward for approval, those policies which define university practice in areas of assigned administrative oversight;
  11. interpret university policy to Wayland faculty and staff;
  12. review and approve recommendations with respect to the preparation of the annual budget and special budget requests in areas of assigned administrative oversight;
  13. administer those personnel and budgets which fall under assigned administrative oversight;
  14. review and approve recommendations with respect to appointments, promotions, terminations, leaves of absence, and salaries in areas of assigned administrative oversight;
  15. advise the president regarding the status of all areas for which the administrative oversight has been assigned;
  16. participate in fund-raising activities and projects as defined by the \_\_\_\_\_ master development plan;
  17. represent the university in civic and community activities as requested;
  18. understand and consistently apply the policies and procedures of the University and the Southern Association of Colleges and Schools Commission on Colleges, United States Department of Education, and other external regulatory agencies; and
  19. assume other responsibilities as assigned by the president.

**Vice President of External Campuses**

The vice president of external campuses is responsible for the direct administration and supervision of \_\_\_\_\_ external campus operations. The vice president of external campuses will work closely with the vice president of academic affairs in the administration of the Wayland academic program system-wide. The specific responsibilities of the vice president of external campuses include the following:

1. act with integrity in all matters and exhibit behavior that reflects the highest ethical and \_\_\_\_\_ professional standards;
2. work cooperatively with the president in all areas that impact the university;
3. \_\_\_\_\_ Committee;
4. \_\_\_\_\_ Cabinet;
5. \_\_\_\_\_

11. conduct annual evaluations of those programs and personnel directly responsible to the vice president of external campuses;
12. develop, with appropriate system input, and forward for approval, those policies which define university practice in areas of assigned administrative oversight;
13. interpret university policy to Wayland faculty and staff;
14. review and approve recommendations with respect to the preparation of the annual budget and special budget requests in areas of assigned administrative oversight;
15. administer those personnel and budgets which fall under assigned administrative oversight;
16. review and approve recommendations with respect to appointments, promotions, terminations, leaves of absence, and salaries in areas of assigned administrative oversight;
17. advise the president regarding the status of all areas for which the administrative oversight has been assigned;
18. participate in fund-raising activities and projects as defined by the \_\_\_\_\_ master development plan;
19. represent the university in civic and community activities as requested;
20. understand and consistently apply the policies and procedures of the University and the Southern Association of Colleges and Schools Commission on Colleges, United States Department of Education, and other external regulatory agencies;
21. attend professional meetings and external campus graduations;
22. maintain the Department of Veterans Affairs Principles of Excellence and DoD and installation Memoranda of Understanding (MOUs/MOAs) and serve as primary liaison with the U.S. Armed Services for policy and administrative issues;
23. develop and maintain Emergency Preparedness Plans for each campus; and
24. assume other administrative responsibilities as assigned by the president.

**Chief Financial Officer**

The Chief Financial Officer is responsible for developing the \_\_\_\_\_ annual budget and managing the business and financial affairs of the university, ensuring that administrative offices are sensitive to

10. interpret university policy to Wayland faculty and staff;
11. review and approve recommendations with respect to the preparation of the annual budget and special budget requests in areas of assigned administrative oversight;
12. administer those personnel and budgets which fall under assigned administrative oversight;
13. review and approve recommendations with respect to appointments, promotions, terminations, leaves of absence, and salaries in areas of assigned administrative oversight;
14. advise the president regarding the status of all areas for which the administrative oversight has been assigned;
15. participate in fund-development plan;
16. represent the university in civic and community activities as requested;
17. monitor policies and procedures designed to ensure that the Office of the Chief Financial Officer fulfills its defined mission;
18. understand and consistently



30. supervise the official repository for all university legal and financial contracts; and
31. assume other responsibilities as assigned by the president.

**Chief Information Officer**

The Chief Information Officer is an employee of Ellucian Managed Services and interacts with Cabinet as an associate member.

The specific responsibilities of the chief information officer include the following:

1. Successfully accomplish the duties and strategies agreed upon by Wayland and Ellucian Managed Services.

Contact for Interpretation: President

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This policy statement supersedes all previous policy statements on the subject.

Revisions:

- 02/14/2024 Updated Organizational Chart, Attachment A
- 12/08/2021 Revision of duties; updated Organizational Chart, Attachment A
- 11/11/2020 Updated Organizational Chart, Attachment A
- 10/14/2020 Revision due to promotions
- 03-01-2020 Updated Organizational Chart, Attachment A
- 01/10/2018 Revision-updated language throughout policy
- 06/12/2017 Updated Organizational Chart, Attachment A
- 10/24/2014 Updated Organization Chart, Attachment A
- 01/13/2014 Revision-updated language throughout policy, complete rewrite of Chief Financial Officer
- 09/06/2013 Updated Organizational Chart, Attachment A
- 07/13/2013 Updated Organizational Chart, Attachment A
- 05/23/2012 Updated Organizational Chart, Attachment A
- 11/30/2011 Updated Organizational Chart, Attachment A
- 05/26/2011 Addition of Diversity Awareness and Education Committee
- 03/25/2010 Administrative structure change
- 11/12/2008 Title changes
- 07/19/2007 Revised organization chart
- 03/22/2007 Reviewed edited organizational chart
- 10/03/2005 Reissued to policy 1.2.1 edited
- 09/19/2001 Reviewed Title change edited
- 03/23/1995 Revised - edited with policy and organizational chart
- 05/16/1992 Inception as Policy 1.1.2