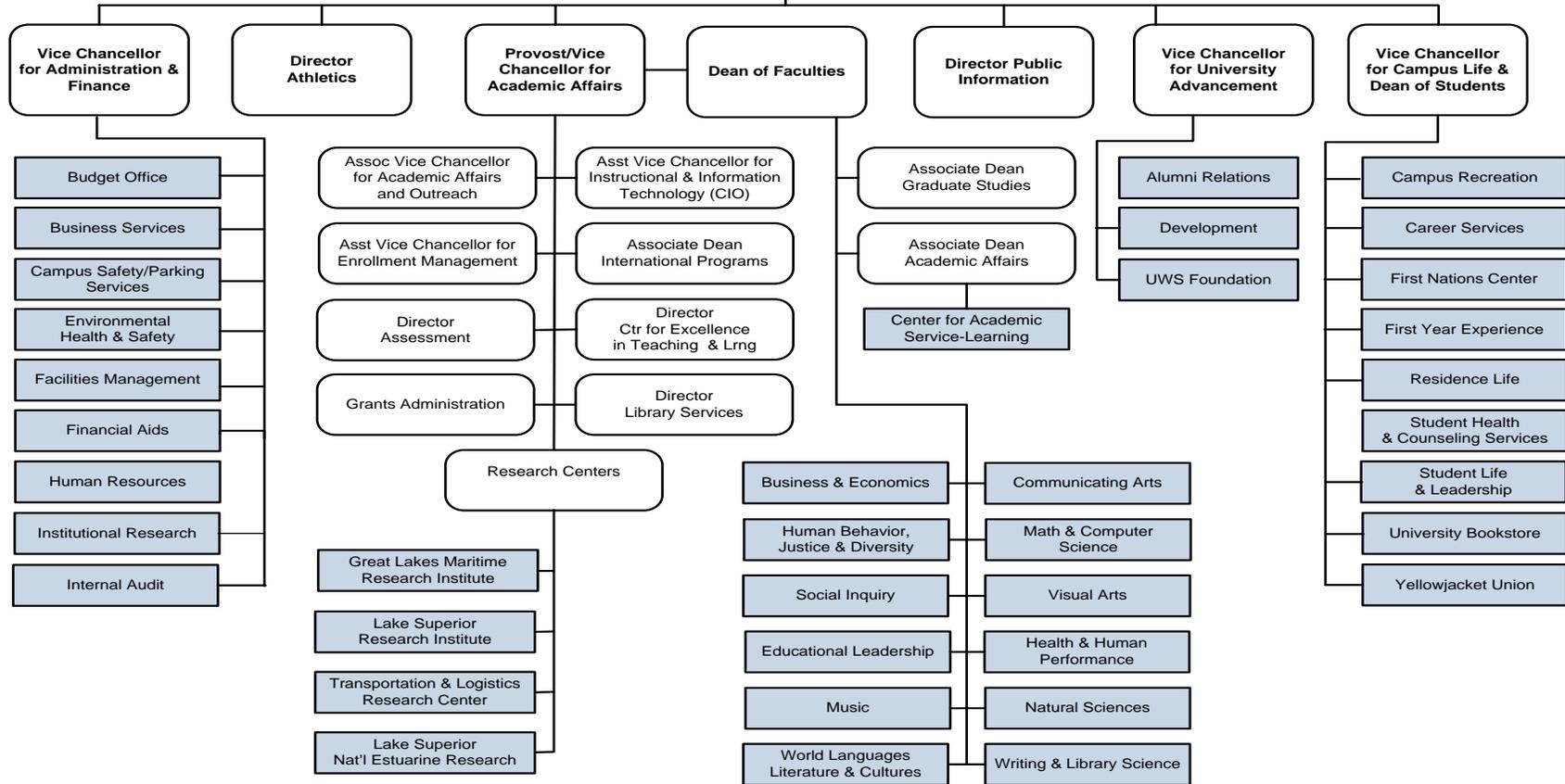




UW SYSTEM INSTITUTIONS



Chancellor **University of Wisconsin-Superior**
 Academic Year 2011-2012
 Organization Chart



3. ORGANIZATION

3.1 UNIVERSITY OF WISCONSIN SYSTEM

3.1.1 BOARD OF REGENTS

Final authority for the administration of all Wisconsin Universities rests with the Board of Regents of the University of Wisconsin. The Board of Regents is responsible for the definition of basic policy and for the selection of the university chancellors to whom certain duties and responsibilities are delegated. A current list of the Board of Regents may be found at the UW System web site <http://www.uwsa.edu/bor>

The agenda for the Board of Regent meetings is distributed to the chancellors, faculty senate presidents, to other agencies, and to faculty members designated to act as institutional governance representatives. The agenda and minutes are housed in the archives area of the Jim Dan Hill Library and may be found at the web site <http://www.uwsa.edu/bor>

The Board of Regents of the University of Wisconsin System consists of 18 members, 16 of whom are appointed by the Governor subject to confirmation by the Senate. Of these 16 members, 14 serve staggered, seven-year terms and serve without pay; and two are ex officio members. The two ex officio members are the state superintendent of public instruction and the president or a designee of the Wisconsin Technical College System Board. Two current UW System students are appointed to the board for two-year terms. One of the two students is a non-traditional student.

The board is responsible for establishing policies and rules for governing the system, planning to meet future state needs for collegiate education, setting admission standards and policies, reviewing and approving university budgets, and establishing the regulatory framework within which the individual units are allowed to operate with as great a degree of autonomy as possible.

The regents hold eight regular meetings per year. The board is empowered to appoint the president of the university system, the chancellors of the 13 universities and UW-Extension and the UW Colleges, and the deans who head each of the 13 colleges. All serve at the pleasure of the board. The board grants tenure appointments to faculty members.

The board president, vice president and full-time secretary are elected in June for one-year terms. The president of the board appoints members of the regents' education; business, finance and audit; capital planning and budget; personnel matters review; and student discipline and other student appeals committees, as well as special committees and external bodies. The regent executive committee consists of the president, vice president, chairs of three standing committees, immediate past president and three other members appointed by the president.

3.1.2 UW SYSTEM ADMINISTRATION

The Board of Regents is assisted in its duties by the UW System Administration. The relationship of the University of Wisconsin-Superior to the Board of Regents is, in part, accommodated through a system administration organized under the direction of the University of Wisconsin System President. That office works cooperatively with the Board of Regents and the campuses to establish planning policies, personnel rules, and accounting procedures, to collect and analyze data, and to serve a variety of other functions in administering the UW System.

3.2 CHANCELLOR

The Chancellor is the Chief Executive Officer of the University and is vested with the responsibility of administering the policies of the Board of Regents under the coordinating direction of the UW System President and is accountable and reports to the President and the Board on the operation and administration of the University. Subject to Board policy, the Chancellor in consultation with the faculty is responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual salary adjustments; administering associated auxiliary services; administering all funds, from whatever source, allocated, generated or intended for use by the institution; and, providing for the general welfare of the institution.

In carrying out his/her administrative responsibilities, the Chancellor consults with, and delegates assignments to, members of the Chancellor's Cabinet. The Cabinet members are: the Provost/Vice Chancellor, the Vice Chancellor for Administration and Finance, the Assistant Vice Chancellor for University Advancement, the Vice Chancellor for Campus Life/Dean of Students, the Director of Athletics, and the Director of University Relations.

3.3 PROVOST/VICE CHANCELLOR

The Provost/Vice Chancellor is the Chief Academic Officer and the Chief Operating Officer of the University. In these capacities, he/she consults with, and delegates assignments to: the Dean of Faculties on academic matters such as instructional staffing, academic standards and program development; the Assistant Vice Chancellor for Enrollment Services in the areas of enrollment planning and student support services; and the Associate Vice Chancellor for Academic Affairs and Outreach for distance learning, external programming and external development. In addition, the Provost/Vice Chancellor works with students, faculty and staff, on matters of University governance, and serves as the Chief Executive Officer of the University in the absence of the Chancellor.

3.3.1 DEAN OF FACULTIES

The Dean of Faculties provides leadership in the development, promotion and continual improvement of all graduate and undergraduate academic programs; works to procure and allocate resources to the academic programs based on student demand and the goals of the Strategic Plan; works with departments and governance groups to develop and/or improve academic personnel policies and other related operating procedures; and, promotes and coordinates professional development opportunities for the faculty and teaching academic staff. The Dean of Faculties reports to the Provost/Vice Chancellor and supervises the activities of the Department Chairs.

3.3.1.1 Departments

Academic departments carry out the UW-Superior mission through the offering of quality educational opportunities in undergraduate and graduate programs. Each department is administered by a department chair. The majors are coordinated by their respective Departmental faculty.

3.3.1.2 Department Chair Duties and Responsibilities

The Department Chair is the chief representative of the department in the formal administrative structure of the University. The chair is elected/recommended by the department and appointed by the Chancellor or designee. The appointment will normally be for a three-year period with the opportunity for re-election and reappointment. The chair may be removed during her/his term of office by the Chancellor or designee after consultation with the department. The chair may also be removed by a recommendation for removal approved by two thirds of the department faculty and approved by the Chancellor or designee. In the event the chair resigns during the term of office the department faculty will vote to recommend a replacement

to the Chancellor or designee for the remaining term of office. The Chair will be given assigned time for at least 25% for this appointment and a stipend for the summer session to support his/her administrative responsibilities.

The Chair's appointment includes the responsibility to act as the facilitator of departmental goals. The Chair will provide the formal input to the administration received through consultation with the departmental peers on all recommended policy and administrative changes which could affect the department's operations. The Chair will interact with other department Chairs to insure connection and a systematic approach to reaching the mission, goals, and strategic objectives of the University.

The Chair will 1) prepare the Department's Annual Report; 2) prepare and monitor the department's operating budget; 3) implement and monitor the compliance of the department to UW System, University and Departmental Personnel Rules and Procedures and general academic policies; 4) facilitate departmental curriculum revisions and implementation; 5) facilitate the deployment of material and human resources by developing class schedules and teaching assignments; 6) schedule and preside over department meetings; 7) respond to requests for information/assistance on behalf of the department; 8) serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts; 9) promote a team effort within the department for addressing departmental and institutional issues; and 10) facilitate implementation of revisions in catalog copy/web sites/policies which address departmental curriculum issues.

The Chair will be given assigned time to support administrative responsibilities.

3.3.1.3 Department Chair Selection

The Chancellor appoints department chairs to a three-year term following an advisory election held by the department. Any member of the department holding the rank of Assistant Professor or higher may serve as chair. All department members holding at least a half-time faculty appointment, and those members of the academic staff granted faculty status by the department, may cast ballots in the advisory election.

Prior to the election, the Dean of Faculties will prepare a ballot containing the names of department members who are eligible to serve as chair. This ballot is distributed to the department members who are eligible to vote in the advisory election. The completed ballots are returned to the Dean of Faculties who tabulates the results of the election and submits them with a recommendation to the Provost. The Provost in turn submits the results and a recommendation to the Chancellor. If the Chancellor does not concur with the outcome of the election, the Dean will be asked to conduct another advisory election.

3.3.2 ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS AND OUTREACH

The Associate Vice Chancellor directs the university's outreach, economic development, and community service programs through the Center for Adult Education and Outreach. The Associate Vice Chancellor performs other duties as assigned in the Office of the Provost, serving as chief academic officer in the absence of the Provost.

3.3.2.1 Center for Adult Education and Outreach

The Center for Adult Education and Outreach serves the life-long learning needs of the people of Northern Wisconsin, and beyond, by providing educational programs, research, and resources with an emphasis on extending University expertise into the community. The mission of the Center is carried out by faculty and staff through Distance Learning, Continuing Education, Small Business Development, and Cooperative Extension. The Center operates, in part, through interinstitutional partnerships with University of Wisconsin-Extension.

3.3.2.2 Center for Continuing Education

The Center for Continuing Education develops, promotes and delivers continuing education programming through credit and non-credit courses, workshops, conferences and other events, development, and local government.

3.3.2.3 Cooperative Extension Programs

Through partnerships with UW-Extension's Division of Cooperative Extension, UW-Superior coordinates the Northern Center for Community and Economic Development to carry out applied research and education in Northern Wisconsin in areas of economic development, natural resources, leadership and organizational change. The university also is a partner in the Lake Superior National Estuarine Research Reserve, a research and education center for the St. Louis River Estuary encompassing the Superior/Duluth harbor.

3.3.2.4 Distance Learning Center (DLC)

The Distance Learning Center is the primary means to carry out Part D of the university's select mission, to "extend its undergraduate and graduate resource beyond the boundaries of the campus through distance learning programs." The Center supports delivery of degree programs through online study and other technology-supported learning. In doing so, the DLC supports quality instruction and student services, responding and contributing locally, regionally and globally to the university's focused mission in the liberal arts.

3.3.2.5 Small Business Development Center

The Small Business Development Center at UW-Superior is the champion for entrepreneurship in eight northwestern Wisconsin counties. It is affiliated with the United States Small Business Administration to ensure that technical assistance at no charge is available to existing small business owners as well as nascent (pre-venture) entrepreneurs and start-up businesses in their first two years of operation.

3.3.3 VICE CHANCELLOR FOR CAMPUS LIFE/DEAN OF STUDENTS

The Vice Chancellor for Campus Life/Dean of Students is committed to student success. The Vice Chancellor also provides support and advocacy to all students. Academic staff members are encouraged to refer students to the Vice Chancellor/Dean of Students with any questions and concerns about student success and challenges.

Campus Life Mission:

The Division of Campus Life enhances the UW-Superior liberal arts experience by providing programs, services, and involvement opportunities that encourage holistic personal development, academic and professional growth, and participation in community life.

Core Values:

Balance - We encourage healthy lifestyle choices.

Collaboration - We partner with other campus departments/organizations to maximize the campus life experience.

Growth - We provide opportunities for holistic development.

Inclusiveness - We value the differences of all members of our campus community.

Integrity - We foster a campus community in which students and staff employ integrity in their daily lives.

Involvement - We expect all students and staff to be actively involved in the campus community.

3.3.3.1 Campus Recreation

Campus Recreation provides an array of recreation and wellness opportunities that foster active and healthy lifestyles for students, faculty, and staff.

3.3.3.2 Equity, Diversity and Inclusion

The First Nation Center, Gay, Lesbian, Bi-Sexual, Transgender (GLBT), and Gender Equity Programs provide an array of Experiences and resources which promote an enriched campus community by fostering intercultural awareness, knowledge, and development.

3.3.3.3 Residence Life

Residence Life is committed to supporting the liberal arts environment by providing students with an engaging on-campus living experience in a safe, inclusive community while promoting personal and academic growth through caring stewardship. Residential living exposes students to new ideas, people and cultures. Residential living also promotes interpersonal development, student involvement and academic success.

3.3.3.4. Student Conduct

The mission of UW-Superior student conduct process is to ensure that the campus community understands student rights and responsibilities and adheres to policies, all of which are essential to fulfilling the liberal arts mission. The Dean of Students office provides oversight to these processes both academically and non-academically.

3.3.3.5. Student Health and Counseling Services

Student Health and Counseling Services supports student well-being by providing health education, prevention, promotion and treatment, ultimately influencing academic achievement and connectedness with campus and community.

3.3.3.6 Yellowjacket Union

The Yellowjacket Union (YU) engages the campus community by providing facilities, services, programs and involvement opportunities that promote student development, reinforce educational goals and foster inclusiveness. The YU is a vibrant, energetic place where friends meet at UW-Superior to learn, eat, relax and play. Faculty and staff are welcome to use YU facilities and services. The Union houses event spaces, meeting rooms, lounges, dining services, 'Jacket Book & Supply, an information/service desk, Student Government Association, student organization support services, First Year Experience, Career Services and Residence Life offices.

3.3.4. ASSISTANT VICE CHANCELLOR FOR ENROLLMENT SERVICES

The Assistant Vice Chancellor for Enrollment Management serves as the chief enrollment officer with principal responsibility for developing and implementing a comprehensive strategic enrollment management plan focused on retention, recruitment and admissions consistent with the university's strategic goals and direction. The Assistant Vice Chancellor has direct managerial responsibility and oversight for the Offices of Admissions, Financial Aid, Academic Advising and the Registrar and is responsible for strategies that focus on retention and student success. This position requires interaction and coordination with members of the Provost's Leadership Team, Campus Life, University Relations and Athletics and is expected to develop and enhance partnerships with external constituents. The Assistant Vice Chancellor ensures the appropriate dissemination and adherence to state and federal regulations, university and UW System policy, and other matters pertaining to program compliance and success.

The Assistant Vice Chancellor/Director of Enrollment Services reports to the Provost/Vice Chancellor and supervises the activities of the directors of student services units.

3.3.4.1 Admissions

The Office of Admissions strives to attract qualified students who can contribute to a vibrant campus and to engage the campus community in the recruitment of students. The Office of Admissions provides services to all prospective students including campus tours, all aspects of the application processing, recruitment of students through direct mail, college fairs, various events on and off campus and other marketing initiatives. The Office of Admissions is part of the Enrollment Management Team and contributes to the retention and enrollment strategic plan.

3.3.4.2 Financial Aid Office

The goal of the Financial Aid Office is to help students understand the financial aid process and provide them with the best aid package available. The office is staffed with aid professionals who are able to identify student financial problem areas and solutions, coordinating federal, state and institutional resources.

3.3.4.2.1 Student Employment Opportunities

The terms, policies and procedures governing the student work program are outlined and explained in the Work Study and Student Assistant-Student Employment Supervisor Handbook and Student Employee Handbook. These source-books are updated regularly and are available on the Financial Aid Office website: www.uwsuper.edu/finaid. In that this policy is reviewed and improved upon regularly, it is incumbent on prospective supervisors and employees to obtain current copies whenever entering a work relationship.

3.3.4.3 Registrar

The Registrar maintains the permanent academic records of students, organizes the scheduling of classes, organizes the production of the University catalog, supervises registration and validation, coordinates cross-registration with cooperating campuses, issues and processes drop/add forms, withdrawals and cancellations, repeat course cards, pass/fail agreements, grade changes, academic standing, reinstatements, petitions for exceptions to policy, determines residency status, certifies athletic eligibility, verifies and processes veteran enrollment, processes transcript requests for students and alumni, processes student loan deferments, produces and collects grade rosters, processes academic honors, and clears students for graduation.

3.3.4.3.1 Veterans Programs

Veterans Programs are approved by the Wisconsin Educational Approval Board for the training of veterans. At UW-Superior, the Registrar's Office, located in Old Main, is responsible for assisting veteran students in applying for educational benefits as well as providing information regarding educational programs administered by the Wisconsin Department of Veteran Affairs.

Veteran students having questions concerning benefits other than educational benefits are urged to contact the Douglas County Veterans Service Office located at the Douglas County Court House, 1313 Belknap Street, Superior, telephone 715/394-0331.

3.3.4.4 Department for Student Success

The Department of Student Success promotes campus-wide programs and initiatives that enhance student success, aid in retention and growth by addressing student issues to facilitate academic excellence and enhance the student experience. The Department oversees multicultural initiatives, academic advising and advisor training and support, remedial support career counseling and first year student support.

3.3.4.4.1 Advisement

All new undergraduate students are assigned an advisor by the Director of the Center for Academic Advising. The Center for Academic Advising is responsible for training new advisors, assisting administration in retention and enrollment management concerns, providing feedback to Academic Affairs, activating new and returning student records, providing student academic information to advisors, maintaining online orientation courses for new freshmen and transfer students, processing changes in student majors and advisors, provide data for degree audits, and maintain lines of communication between faculty, staff and students. All questions regarding student academic advisement should be directed to the Director of the Center for Academic Advising.

3.3.4.4.2 Career Services

UW-Superior Career Services, in partnership with faculty, staff and employers, provides students and alumni with opportunities and resources to identify career goals and develop life-long career management skills.

3.3.4.4.3 First Year Experience

First Year Experience exists to support a diverse group of students in their academic and social transition into the university by fostering community building, personal growth, and life-long learning through a variety of beneficial courses, programs and services.

3.3.4.4.4 Office of Multicultural Affairs

The Office of Multicultural Affairs provides an array of experiences and resources which promote an enriched campus community by fostering intercultural awareness, knowledge, and development.

3.3.4.4.5. Student Support Services

Student Support Services (SSS) mission is to provide educational access, skill development, personal support, and a level playing field for all in the University community. SSS houses a number of campus programs and activities: The programs that provide these services are both federally and University-funded. The federally funded programs serve students who are qualified according to the following federal guidelines: low income, first-generation college students (neither parent has a baccalaureate degree,) or students with a disability. The University funded programs and activities include developmental math skill building, a study skills course, tutoring, counseling, academic advising, campus wide testing, an academic early warning system called ASSIST, Disability Support Services, and mentoring, and are all open to the entire University Community.

3.3.4.4.5.1 Testing Services

The UW-Superior Testing Center, housed in Student Support Services, offers UW-Placement exams, Disability testing, CLEP and DSST exams, PRAXIS I and II exams, ACT/SAT Exams.

3.3.5 DIRECTOR OF LIBRARY SERVICES

The Library makes available information resources and services, in a variety of formats, to meet the curriculum and learning needs of students and the teaching, learning, and scholarly activities of the faculty. The Library collection balances information in traditional formats with those available on-line. Information literacy instruction, inter-library loan, reference, computer labs, and System-wide access to information are some of the services provided by the Library. Specialized collections and services include Government Documents and the Legal Resource Center. The Library has cooperative

agreements with other libraries in the local area including reciprocal borrowing agreements with the University of Minnesota-Duluth, the College of St. Scholastica, and the Superior Public Library.

3.3.6 CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (CETL)

The Center for Excellence in Teaching and Learning provides all educators with services, resources and support to foster meaningful student learning and quality teaching within a liberal arts tradition.

CETL's Key Themes:

1. To foster dialogue on campus about teaching and learning issues;
2. To foster inter-disciplinarily and "breaking down silos/building bridges";
3. To enhance learning and instructional technology understanding and visibility on the campus;
4. To support educators developing self-reflective practice about teaching and learning;
5. To provide opportunities for educators to learn about the institution, its mission and its teaching and learning practices;
6. To support and grow a quality First Year Seminar (FYS) program.

3.3.7 OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs assists international students in all matters including immigration regulations and other social, personal and academic concerns. The office also manages all study away programs including semester and academic year abroad, faculty-led short-term programs, and the National Student Exchange.

3.3.8 ASSESSMENT

The Office of Assessment collects and analyzes student educational output information, conducts annual longitudinal studies for ACT-COMP, PPST, and alumni and employer satisfaction surveys. In addition this Office works with the Assessment Committee in designing and conducting major program and general education assessment methodologies.

3.3.9 OFFICE OF GRANTS AND RESEARCH

The Grants and Research Office advances funded research, scholarship and creative endeavors for faculty and staff. It serves as a resource to find extramural funding opportunities and builds capacities of faculty and staff to pursue extramural funding through technical assistance, training and strategic proposal review. The office manages the UW-Superior proposal authorization process and maintains records of UW-Superior submissions and awards.

3.3.10 GREAT LAKES MARITIME RESEARCH INSTITUTE

The Great Lakes Maritime Research Institute is dedicated to developing and improving economically and environmentally sustainable maritime commerce on the Great Lakes through applied research.

GLMRI was established in 2004 to pursue research efforts in marine transportation, logistics, economics, engineering, environmental planning, and port management. The US Maritime Administration designated GLMRI as a National Maritime Enhancement Institute on June 1, 2005.

GLMRI represents a consortium of the University of Wisconsin-Superior Transportation and Logistics Research Center and the University of Minnesota Duluth Swenson College of Science and Engineering and Labovitz School of Business and Economics.

3.3.11 LAKE SUPERIOR RESEARCH INSTITUTE

The Lake Superior Research Institute (LSRI) was created in 1967. Its mission includes environmental research, environmental education, and public information for the Great Lakes Region.

Major research efforts have focused on biological monitoring (sampling, identification and analysis) of aquatic communities, ballast water treatment research, invasive species monitoring, and toxicity tests. These efforts have been focused in the Great Lakes and inland water bodies of the Upper Midwest.

Faculty and academic staff associated with the Institute possess expertise in chemistry, biology, environmental education, toxicology, microbiology, geology, statistics, database management, data processing, computer programming, and Geographic Information Systems (GIS).

Personnel are active in publishing results, distributing data and customized software in various formats, and presenting research findings at scientific meetings and to various partners associated with LSRI.

LSRI maintains a 58-ft research vessel, an invertebrate taxonomy laboratory, chemical analyses lab, an aquatic animal culturing laboratory, aquatic toxicology testing lab, and a computer/data management center.

Many students at UW-Superior have participated in LSRI research projects as student research assistants, interns or temporary employees upon graduation.

Projects have been supported by the Environmental Protection Agency, National Park Service, National Science Foundation, Army Corps of Engineers, Fish and Wildlife Service, Dept. of Transportation, Bureau of Indian Affairs, Wisconsin Dept. of Natural Resources, Chemical Manufacturers Association, UW-Extension, and numerous private agencies.

3.3.12 TRANSPORTATION AND LOGISTICS EDUCATION AND RESEARCH CENTER

The Transportation and Logistics Education Research Center serves as both clearinghouse and focal point for applied research projects, student internships and employee training programs. These projects and programs connect the transportation and supply chain industry and its workers to students and faculty in the baccalaureate program in Transportation and Logistics Management. Through the Center's research and outreach activities transportation, logistics and supply chain businesses, government agencies and NGO's receive, applied research, consultative planning advice, specialized training, and certificate programs while students gain on-the-job experience.

3.4 VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

The Vice Chancellor for Administration and Finance provides administrative support to the institution and is responsible for financial planning, control, and reporting; procurement; internal audit; human resources and payroll; safety and loss prevention; facilities management; information technology support, institutional research, select auxiliary operations, environmental health and safety, and campus safety. The Administration and Finance units are organizations providing service such that faculty, staff, and students can focus on their particular campus goals. The Administration and Finance units perform these services in concert with the University's mission, vision, and values.

Administration and Finance Goals:

- **Integrated Planning:** Sustain an integrated planning process whereby all planning and budget activities, throughout every level of the organization, are effectively linked and coordinated, and are driven by the institution's vision, mission, and strategic priorities.
- **Operational Efficiencies:** Leverage the power of continuous improvement techniques and appropriate technology to improve operational processes and facilitate "lean" sessions for other campus units as requested.
- **Accurate and Timely Financial Data:** Seek ways to enhance the flow of meaningful, accurate, and timely financial information to the campus. Identify compliance issues and take appropriate corrective actions.
- **Campus Physical Development Plan:** Continue to update the campus' physical development plan according to UW System and Division of State Facilities requirements. An updated physical development plan is required as part of each biennial budget cycle
- **Budget Development & Implementation:** Coordinate the campus' implementation of the biennial budget and annual budgets.
- **Customer Service:** Encourage a culture of customer service in the Administration and Finance units and provide a way for customers to give feedback/comments to the Administration and Finance offices.

3.4.1 Assistant Vice Chancellor for Instructional and Information Technology

The Assistant Vice Chancellor for Instructional and Information Technology provides leadership for Technology Services and is the university's Chief Information Officer (CIO). The mission of Technology Services is to provide technology services that are accessible, reliable, convenient and secure for the purpose of empowering the UW-Superior community to use technology in teaching, learning, research, creative activity and service.

Technology Services works closely with other campus units in Information and Instructional Technology Services to plan and deliver services and to ensure effective use of information technology resources. Technology Services aspires to:

- continuously improve services, facilities, and staff skills
- respond to a changing environment in innovative ways
- provide leadership and planning to make the best use of emerging technologies.

Technology Services consists of three units:

- **Application Services** is responsible for the development of information systems essential to the operation of the University including student information system, and management information.
- **Infrastructure Services** is responsible for providing highly available, high quality access to the University's electronic resources and the Internet. This includes desktop, server and network support.
- **Technology Support Services** provides services and facilities for faculty, staff, and students to effectively use current and emerging technology solutions. This includes classroom presentation systems and teaching & learning applications.

3.4.2 Business & Financial Accounting Services

Business and Financial Services has a dual role of providing financial services to the campus community while providing proper internal controls. The office provides controls to ensure fiscal integrity and to comply with UW System, State and Federal requirements.

3.4.2.1 Accounts Receivable

Accounts receivable office administers the Perkins loan program, manages the accounts receivable system, performs all cashier functions, and operates a delinquent loan collection office.

3.4.2.2 Accounts Payable

Accounts payable office processes the payment of all campus financial obligations including payment of all vendor invoices, honoraria, travel expenses, refunds, reimbursements, cash transfers, and chargebacks.

3.4.2.3 Procurement

Procurement guides the process for obtaining good and services in compliance with the State of Wisconsin, UW-System, and UW-Superior purchasing regulations.

3.4.5 Budget Office

The Budget Office coordinates all aspects of budget development, budget implementation, and budget administration for the campus.

3.4.6 Campus Safety and Parking Services

Campus Safety and Parking Services provides assistance to students, faculty and staff, and campus visitors. The primary function of the department is to provide basic security, assist in crime investigations, disturbances or accidents, develop crime awareness programs, provide parking services, and patrol the campus buildings and grounds. Persons requiring the services of Campus Safety can contact the officer on duty 24 hours a day at 715/394-8114.

3.4.7. Environmental Health and Safety

Environmental Health and Safety Program provides assistance and guidance to the campus community in safety, environmental health, and some environmental compliance programs on the UW-Superior campus. The program has strong ties with the offices of Campus Safety, Risk Management, Human Resources and Workers Compensation. The Program is managed by a certified industrial hygienist, with student workers to assist.

3.4.8 Facilities Management

The primary goal of Facilities Management is to provide a physical environment and deliver logistical services to support and enhance the educational process at UW-Superior. Long term physical plant planning is performed in this office.

3.4.9 Human Resources/Affirmative Action

Human Resources is responsible for all classified personnel functions (staffing, classification, evaluation, reporting, etc.), employee contract administration and grievance hearings, classified and unclassified payroll and benefits, and legal issues in employment. Assistance is given to the Administrative Officers/Directors in academic staff titling and related matters, and to the Affirmative Action Officer in data collection, reporting, and analysis.

3.4.10 Institutional Research

The Office of Institutional Research collects, analyzes and reports institutional data needed for enrollment management, enrollment projections, strategic planning, budgeting, accountability and other reports in response to internal and external requests.

3.4.11 Internal Audit

The Internal Audit Office is responsible for providing objective review and analysis to assure that University's programs, policies, and practices are conducted in accordance with state law, and Board of Regents policy. The Office helps ensure University operations are proper, efficient, and effective. The internal auditor also acts as the campus liaison with the UW System Office of Operations Review and Audit.

3.4.12 'Jacket Book and Supply

UW-Superior's 'Jacket Book and Supply is a full-service university bookstore offering a variety of textbook purchasing options and a wide range of university logo merchandise in an inviting, collegiate atmosphere. The store supports employment opportunities for students.

3.4.13 Wessman Arena

This facility is home to the UW-Superior women's and men's hockey programs as well as the Superior Senior High School hockey programs. The Superior Skate Club also calls the Wessman Arena home. Hockey camps are conducted periodically in the summer months. During "non-ice" times (generally between March and September), the Arena hosts conventions, seminars, sport shows, car shows, wedding receptions and other events that require a large enclosed space.

3.5 VICE CHANCELLOR FOR UNIVERSITY ADVANCEMENT

The Office of University Advancement promotes the campus through the management, administration, coordination, and cooperation of, the UW-Superior Alumni Association, UW-Superior Foundation, faculty, students, staff, alumni, UW System personnel, local and state government, and institutional friends.

University Advancement builds relationships with the surrounding community, alumni and friends of the institution and initiates fund raising activities for the campus. It coordinates these efforts with the UW-Superior Foundation and its staff and the campus community. Key to the efforts of this office is the overall coordination of fund-raising activities and donor recognition programs.

The Advancement personnel are also liaisons to the UW-Superior Alumni association. These efforts promote UW-Superior through events and advocacy focusing on alumni and friends of the institution.

3.6 SUPPORTIVE ORGANIZATIONS**3.6.1 UW-Superior Alumni Association, Inc.**

The UW-Superior Alumni Association, Inc. exists to promote, support and serve the University, its students and community in the achievement of their common goals through the involvement of its members and friends. Its volunteer members and directors sponsor events and activities which further the mission of UW-Superior within the local and worldwide community of the institution's alumni. Its operational functions and president functions are located with the Office of University Advancement.

3.6.2 UW-Superior Foundation, Inc.

The UW-Superior Foundation is a non-profit corporation, incorporated under the laws of the State of Wisconsin and established to assist the University through the acquisition of private gifts to serve educational, literary and scientific purposes. Voluntary gifts from private sources are used to provide students scholarships, to support educational innovation and, in general, to enhance the University's margin of excellence.

The Foundation is governed by a citizen Board of Directors. The Executive Committee of the Board meets monthly to oversee the Foundation's investment program and make policy decisions.

3.7 DIRECTOR OF ATHLETICS

The mission of University of Wisconsin-Superior Yellowjacket Athletics is to help student-athletes become exceptional students through participation in a competitive athletic program that also enriches the university community.

3.8 DIRECTOR OF UNIVERSITY RELATIONS

University Relations supports the strategic plan by providing effective communication to internal and external constituents and by providing leadership, resources and support to foster a campus-wide integrated marketing and communications strategy.