

1: Clark W. Fetridge (Author of The Dartnell Office Administration Handbook)

Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.

Back to Top Administrator: Serves as the University Counsel. Provide counsel regarding legal issues involving the university. Be knowledgeable about all matters and issues of the President and the Office of the President. Perform other duties as assigned by the President. Provost and Vice President for Academic Affairs The Provost and Vice President for Academic Affairs reports directly to the President and is responsible for the development and management of the academic divisions and the academic support services. The Provost and Vice President for Academic Affairs assists in the implementation of the mission of the University by ensuring that the curricula and continuing education offerings are of the highest quality for all students while emphasizing academic and leadership preparation for women. Oversee the hiring of faculty, staff and administrators in the above areas and make recommendations to the President on personnel. Coordinate systematic program of planning and evaluation of academic affairs area. Maintain files with credentials on faculty members. Prepare budget requests for the President in each area of responsibility and oversee the budget in each area. Serve as chair of the Academic Council. Serve as chair of the Administrative Policy Review Committee. Evaluate the Associate Vice President for Academic Affairs, all deans and department chairs, the Registrar, all directors and coordinators in the unit. Prepare and revise the Faculty Handbook. Prepare and submit to the President the agenda for faculty meetings. Prepare reports for the Institutions of Higher Learning Board of Trustees and other agencies as requested. Oversee the promotion and tenure process and make recommendations to the President. Oversee and make recommendations on all curricular proposals. Review all policy statements in Academic Affairs and coordinate development of new or revised policies. Direct orientation of new faculty full-time and adjunct. Coordinate the preparation of the academic course schedules and plan for academic advising. Recommend assignment of faculty to university councils and committees. Review all academic programs on a regular basis. Administer special budgets for faculty development, research, permanent equipment and teaching overloads. Coordinate the academic assessment process. Oversee preparation of the academic components in the University Bulletin. Oversee student evaluations of faculty. Oversee probation, suspension, late administrative withdrawal, and grievance procedures. Coordinate nominations and selection of emeritus faculty and make recommendations to the President. Assist with planning and carrying out plans for commencement. Serve as the Affirmative Action Officer for academic personnel. Meet established deadlines for completion of responsibilities. Oversee preparation for accreditations, program reviews, and evaluations within the college. The dean is responsible for the following Faculty affairs duties: Oversee all activities of the department chairs, or if in a unit without chairs, oversee the activities of the faculty. Review and recommend for approval all faculty assignments including overload assignments. Review and recommend to the CAO all faculty and professional actions, including reappointments, promotions, tenure, salary actions, and terminations following established policies. Recommend appointments of adjunct faculty. Reduce, resolve, and prevent conflict among department chairs, faculty members and staff following established policies. The dean is responsible for the following instructional oversight duties: Coordinate and oversee the activities of the department chairs or, if in a unit without chairs, oversee the activities of the faculty. Coordinate recruitment, orientation, retention, advising and registration activities. Authorize student programmatic actions in line with and as required by institutional policies and procedures including the timely submission of grade reports. Resolve student grievances in accordance with established policies. Perform other responsibilities as assigned by the CAO. Oversee the Office of the Registrar. Oversee the Office of Outreach and Innovation. Serve as Director of Graduate Studies. Oversee the Child and Parent Development Center. Work with the assessment coordinator when appropriate to support faculty involvement in program planning and assessment. Collaborate with the Provost to provide effective faculty development and leadership development programs. Collaborate with the Provost to ensure

timely preparation and submission of required reports to IHL. Collaborate with the Provost to ensure timely review of university and academic policies. Represent the Provost at meetings or events when called upon. Perform other duties as assigned by the Provost. Review statistical reports pertaining to the University as required by various state and federal agencies, including IPEDS and Institutions of Higher Learning scheduled reports and special reports. Keep university personnel notified regarding significant changes and trends. Ensure the timely preparation of the MUW Fact Book and other internal reports to support campus units in their planning and assessment activities. Support the campus use of institutional data for planning and assessment purposes. Serve as the official Institutional Research representative on campus committees. Represent the University in various organizations concerned with the reporting of data and the exchange of data. Administer campus-wide surveys, analyze data, and present results to the appropriate constituent groups. In addition, the Sr. Oversee, guide, and direct through designated supervisory personnel the activities related to: Procurement and contracting operations of the University. Operation and maintenance of the physical plant including construction, repair, and renovation. Other support services operations including human resources, property control, maintenance of grounds, transportation, operation of mail service, custodial services, management of University apartments, facilities management, food services, information technology services, bookstore and the Plymouth Bluff Center. Oversee the preparation, compilation, and distribution of financial reports for various agencies of the state government, the Board of Trustees, the President, and other agencies as required on a monthly, quarterly, semi-annual, and annual basis. Ensure that the evaluation system for staff is carried out in each unit. Negotiate with industry representatives on costs and materials for building construction and renovation, food services and other contracted services. Develop procedures and policies for procurement of goods and nonpersonal services for the University. Review all policy statements in Finance and Administration and coordinate development of new or revised policies. Serve as Affirmative Action Officer for non-academic staff. Represent the President at official University, Board and community functions and meetings as required. Executive Director of University Relations The Executive Director of University Relations reports directly to President and is responsible for the overall marketing and communication for the University to its internal and external constituencies and provides recommendations on policy and action in the management of issues affecting the university, including all aspects of media relations Responsibilities: Serve as the University spokesperson on University-wide issues at the request of the President and provides counsel and advice on major public relations issues. Oversee the operations of the office of Public Affairs. Develop a public relations and marketing program that supports and advances the University. Oversee and external communication program to ensure that standards of high quality are maintained. Work with deans, faculty and administration to assess their public relations needs and develop and carry out programs to meet those needs. Develop and carry out a strategic marketing plan for the University. Counsel the University on issues of management and media relations. Develop a program of internal communication for the University. Direct the management of the total development program. Plan the work of the Office of Development. Organize a direct mail campaign to reach potential contributors in coordination with the Annual Giving and Planned Giving Directors. Plan and coordinate benefit events such as the Welty Dinner and other such functions. Inform potential contributors of special needs of the University and encourage individuals, corporations and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests, conferring with attorneys and financial planners to establish methods of transferring funds to benefit both donors and the University. Assist in grant application activities. Supervise and coordinate activities of workers engaged in maintaining records of contributors and grants and preparing letters of appreciation to be sent to contributors. Serve as the upper level enrollment and student affairs officer of the University. Oversee admissions, campus police department, financial aid, community living, student life, campus recreation, and leadership and service. Manage a division of 44 full time staff with responsibility for a divisional budget as well as scholarship fund. Responsible for ensuring a comprehensive recruitment, enrollment and out of classroom experience for students. Provide the administrative direction to programs, policies, and services that inform the recruitment, retention and campus life experience for students. Collaborate with University constituencies to create the vision for a student-centered, service-based division

and develop and implement a comprehensive enrollment and student life program. Recommend institutional objectives, priorities and procedures. Oversee the fiscal and personnel management of the division.

2: Administrative Procedures Manual

[Dartnell] office administration handbook by Aspley, John Cameron Published by Dartnell Pubs. in Chicago.

Compliance Officer Joseph W. It was apparent to Lawson, Sr. Another reason he resigned from federal government service was based on a suggestion from a federal judge in Welch, West Virginia, who had ruled on several of Lawson, Sr. The judge suggested that Lawson, Sr. Not only had he become a specialist in the Federal Wage-Hour Law, but he was also one of the first Labor Relations Consultants specializing in union avoidance, labor negotiations, strike settlements, and arbitration services. This was especially significant since following the end of the Second World War in ; unions were once again free to begin unionization activities and were no longer restricted to federal wage and price freezes that had been established by Congress under the Wage Stabilization Board during the war years. The initial client base for the new firm of J. Because these employers knew him from previous investigations and he was familiar with the employers and their previous problems with compliance, he was able to quickly identify and assess their consulting needs and make recommendations that would enable them to meet the compliance standards of the Fair Labor Standards Act as amended. In addition, he provided clients with recommended personnel policies, procedures, and personnel forms to document compliance with the new federal recordkeeping requirements. These requirements contained the basic twelve criteria for time recording, time sheets, timecards, payroll records, job descriptions to prove compliance with the exempt salary requirements, and proof of minimum age to avoid child labor violations. He did not charge any per diem fees or travel expenses and would provide personnel forms to clients at no cost. Also, the retainer provided for his assistance in preparing for and defending on-site investigations for alleged violations. However, until , the professional staff of the firm averaged no more than four including himself, a secretary who did all the typing and secretarial work in Princeton, West Virginia and later Bristol, Virginia when the Lawson family decided to move from Princeton to Bristol. The move was due to the very large client base that Lawson, Sr. The second office was in three separate rooms built behind their home at Euclid Avenue. Because of growth and expansion of the professional and support staff, he purchased the property at the corner of Seventh Street and Cherry Street in and remodeled the Civil War Home of Dr. Checklists were developed for each industry with unique compliance situations and unique vulnerability areas. There were special compliance audit checklists for the coal mining, lumber and saw mills, common carriers engaged in interstate commerce, soft drink bottling and distribution, and construction industries. These compliance audit checklists allowed the SESCO Consultant to become knowledgeable and proficient in conducting audits for a growing diverse client base. In , Congress passed the Civil Rights Act of , creating an entirely new, complex federal employment law that covered many employers for the first time. This new federal employment law prohibiting discrimination in employment, compensation, benefits, and working conditions provided SESCO with a new compliance service to provide to present and future clients. Moreover, when any SESCO client was investigated or received an allegation of discrimination for any of the prohibited reasons, SESCO would be available to assist the client with their defense. This compliance manual was published and distributed by Dartnell in Dartnell also requested that the SESCO professional staff conduct Dartnell management seminars in four major cities to provide employers with the information necessary to understand and comply with the Act. Thus, the firm added another new federal compliance audit service and subsequently expanded the audits to include the development of Affirmative Action Plans and the Affirmative Action Progress Report for those clients who became covered under Executive Order during the Johnson Administration. As expected, each time Congress or state legislatures pass new federal or state employment laws, new opportunities are created for SESCO to provide required compliance systems for retainer and per diem clients. These have included the following published books: In addition to ensuring quality consulting to its clients across the country, the firm has also been strongly committed to surrounding itself with individuals that apply the beliefs and philosophies that the firm holds dear to its heart in the same degree and skill of its founder. In , the firm underwent a major restructuring and a new management committee was formed. It was also decided that the size and profitability of the firm was no longer limited. To assist the firm to achieve

I Am Always Right Non-linear electromagnetic systems Force and laws of motion class 9 worksheet Calling the Shots (SS7 (Soccer Stars) The amorous possession St. Helena during Napoleons exile: Gorrequers diary. Engineering draughtsman. Unacceptable Offer V. 12-15. Guide to ethnohistorical sources, H. F. Cline, vol. editor. The Sixties in America (Decades (Salem Press)) I Am Not Going to Read Any Words Today! Rahel Varnhagen a Portrait Musings of a Missionary Mom ParFOR a structured environment for parallel FORTRAN. Observational strategies Teaching Low Achieving And Disadvantaged Students Reality and mystical experience A storm in stageland. Victoria: A Love Is Born Aa 100 Walks In Scotland (The Aa 100 Walks Series) New Tricks I Can Do! (Beginner Books(R)) Common delusions, traps, and points of fixation Design Essential Index (Kit) Quantum chemical and statistical theory of solutions Deorbit The Space Shuttle E. A. Bowles his garden at Myddelton House [1865-1954]. Pull the right levers for your situation List of foods to eat on mediterranean diet Adams vs. Jefferson, The Tumultuous Election of 1800 The Mammoth Book of Jack the Ripper Day Trips from New Orleans, 2nd (Day Trips Series) Ambiguity in the epideictic tradition St Peter Port, 1680-1830 Bulldozer, El (Things That Go Board Books) Start by jon acuff Objects of mourning in Elizabeth Keckleys behind the scenes Alliant powder reloading guide The book of Christian martyrs Finite mathematics and calculus with applications Puerperium and lactation D. Keith Edmonds