

## Chapter 1

# **INSTITUTIONAL ORGANIZATION AND STRUCTURE**

## **I. NORTHWEST NAZARENE UNIVERSITY**

Northwest Nazarene University is a non-profit Idaho corporation, whose charter gives the university authorization to provide educational services under the laws of the State. The corporate address is 623 Holly Street, Nampa, ID 83686.

## **II. BOARD OF TRUSTEES**

By corporate charter the corporation is managed and the assets are owned by the Board of Trustees of the university. The majority of the members of the Board of Trustees are chosen/elected by the district assemblies of the districts of the Church of the Nazarene that compose the Northwest Educational Zone of the Church of the Nazarene in the United States of America. The president of the university is a member of the Board of Trustees as is a member selected by the NNU Alumni Association.

The Board of Trustees has overall responsibility for the affairs of the university. It establishes mission and overall policy, provides for due care of the physical assets, hires the chief executive officer (the president of the university), and approves faculty and key personnel. The full Board has two regularly scheduled meetings each year and other meetings as necessary.

The Board of Trustees organizes its work by selecting officers as required by the corporation charter and in order to carry on its work. Included among the officers selected are the Chairperson, Vice Chairperson, Treasurer, and Secretary.

The Board of Trustees has established through its by-laws an executive committee known as the Board of Directors. Certain on-going responsibilities are delegated to the Board of Directors with power to act on behalf of the full Board of Trustees between meetings of the full Board of Trustees. The officers of the Board of Trustees and the president of the university are members of the Board of Directors, along with other members elected by the full Board of Trustees.

The faculty as a whole elects four representatives to the Board of Trustees: the faculty chairperson, the faculty vice chairperson, and two at-large representatives. These individuals represent faculty interests to the Board of Trustees as non-voting *ex officio* representatives. The faculty chairperson is responsible for recommending faculty representatives to specific committees.

The president of the Student Government Association attends the plenary sessions of the Board of Trustees and is a non-voting *ex officio* member of the Student Development Committee.

### **III. THE UNIVERSITY PRESIDENT**

The university president is the chief executive officer of the university. He or she is employed by the Board of Trustees for a term specified.

On-going management responsibilities for the university are delegated to the president by the Board of Trustees. Acting within the general policy and procedural framework of the Board of Trustees, the president is responsible for: promotion of the university mission; care of the physical and monetary assets; nominating to the Board of Trustees principal officers, faculty, and administrative personnel; and all internal operations.

### **IV. THE VICE PRESIDENTS**

The university president has responsibility for organizing the internal management of the institution. In addition to the president, internal management and leadership is lodged with four vice presidents representing the operational areas of academic affairs, business and finance, student development, and university advancement. The president delegates certain responsibilities and authority to the four vice presidents as necessary to carry out the mission of the university. The vice presidents report to the president.

### **V. SPECIAL ASSISTANTS TO THE PRESIDENT**

From time to time the president establishes positions to assist him or her in the management and leadership of the university. Special Assistants to the President are assigned responsibilities to assist the work of the president and to carry out the mission of the university. The special assistants report directly to the president.

### **VI. THE PRESIDENT'S CABINET**

The president, the vice presidents, and others as the president may deem appropriate constitute the president's cabinet. This group meets regularly to discuss matters related to university management and to recommend policy and courses of action to the president. All actions by the cabinet are recommendations to the president.

### **VII. UNIVERSITY ADMINISTRATIVE COUNCIL**

The University Administrative Council is comprised of the vice president for academic affairs, who serves as convener and chair, the other vice presidents, the deans of the four schools, the director of enrollment management, the controller, the director of operations, and the director of athletics. This group meets regularly to coordinate the implementation of university-wide governance policies and administrative initiatives; facilitate communication across administrative sectors; coordinate institutional budgeting and financial management; recommend and monitor position allocations; recommend policy for consideration by the president and for consideration by the faculty; facilitate and monitor enrollment, marketing and public relations initiatives; and, otherwise assume primary responsibility for the daily operation of the university.

## **VIII. FACULTY OFFICERS**

The Faculty Officers include: the Faculty Chairperson, Faculty Vice Chairperson, and Faculty Secretary. Each officer is elected by a vote of the faculty for a specified term. A clarification of responsibilities for each officer can be found in Chapter 3 of the *Faculty Policy Manual*.

## **IX. FACULTY GOVERNANCE**

As an institution of higher education, NNU depends on and regularly utilizes the expertise of the faculty in governance of the institution. Faculty input is solicited on matters of interest to the general faculty, and faculty members have primary responsibility for overseeing certain areas of policy and program.

While the president has overall responsibility for all areas of policy and program, under normal conditions the president delegates various areas of responsibility to the faculty in keeping with good practice in higher education and in conformity with Board of Trustees policy, the laws of the State of Idaho and the United States, and the regulations of NNU's accrediting bodies.

The organization of the faculty and a description of the various faculty administrative councils and committees are found in the *Faculty Policy Manual* and in this handbook.