

***Clark Atlanta University***  
*Office of Planning Assessment and Research*

***SCHEDULE OF PERIODIC REVIEWS OF  
ADMINISTRATIVE AND EDUCATIONAL SUPPORT UNITS***

***2009 – 2010***

***2010 – 2011***

***2011 – 2012***

**YEAR****ADMINISTRATIVE DEPT****UNIT / PROGRAM****2009-2010**

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|---|--|
| 1. Dean of Undergraduate Studies                              | Woodruff Library<br>Student Testing and Assessment<br>Honors Program   |
| 2. Dean of Graduate Studies                                   | Guidelines for Graduate Programs<br>Woodruff Library   |
| 3. Vice President for Finance and Business Services           | Financial Planning and Evaluation<br>Comptroller<br>Grants and Contracts<br>Accounting Services  |
| 4. Vice President for Enrollment Services and Student Affairs | Student Financial Aid<br>Admissions / Recruitment<br>Counseling Center<br>Student Health Services<br>Student Center Management and<br>Intramurals<br>Career Planning and Placement |
| 5. Office of the President                                    | Athletics<br>University Compliance   |
| 6. Dean, School of Business Administration                    | Undergraduate and Graduate Student<br>Services   |
| 7. Vice President for Management Services                     | Campus Mail  |

<u>YEAR</u>	<u>ADMINISTRATIVE DEPT</u>	<u>UNIT / PROGRAM</u>
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**2010 - 2011**

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|---|---|
| 1. Vice President for Research and Sponsored Programs         | Research and Sponsored Programs   |
| 2. Vice President for Management Services                     | Public Safety<br>Human Resources<br>Panther Paw Office  |
| 3. Vice President for Institutional Advancement               | Development<br>Alumni / University Relations<br>Communications / Publications<br>Web Development and Support                                    |
| 4. Director, Title III Programs                               | Title III Administration  |
| 5. Dean of Undergraduate Studies                              | Guidelines for Undergraduate Degree Programs<br>Undergraduate Academic Services<br>1 <sup>st</sup> Year Seminar                                 |
| 6. Vice President for Finance and Business Services           | Student Accounts<br>Information Technology and Communications   |
| 7. Dean, School of Social Work                                | Undergraduate and Graduate Student Services   |
| 8. Vice President for Enrollment Services and Student Affairs | Registrar's Office (including Degree Audits)<br>Student Affairs<br>Student Judicial Affairs<br>International/Disabled Student<br>Religious Life |
| 9. Director, Office of Planning, Assessment, and Research     | Strategic Planning<br>Institutional Research  |

10. Office of the President

Assessment

Board Relations  
University Operations

11. Vice President for Academic Affairs

Enrollment Support and Student  
Retention

<u>YEAR</u>	<u>ADMINISTRATIVE DEPT</u>	<u>UNIT / PROGRAM</u>
<b>2011 - 2012</b>		
1. Faculty Development Center		Guidelines for Faculty Development and Media Center
2. Vice President for Academic Affairs		Policies and Procedures for Cooperative Education and Leadership and Professional Development WCLK – CAU TV
3. Dean of Undergraduate Studies		Upward Bound/Excel Educational Talent Search Center for Academic Achievement
4. Vice President for Management Services		Facilities and Operations Auxiliary Services / Special Events
5. Vice President for Enrollment Services and Student Affairs		Student Activities Residential Life/Student Housing Student Government Association Community / Volunteer Services
6. General Counsel		Policies and Procedures re Institutional-related Foundations
7. President, Provost, and General Counsel		Policies and Procedures for the authority, composition, and operation of the CAU Board of Trustees (specifically SACS Core Requirements 2.2 and 2.3)
8. Dean, School of Education		Undergraduate and Graduate Student Services
9. Vice President for Academic Affairs		Art Gallery
10. Vice President for Finance and Business Services		Accounts Payable Wage and Salary Administration Purchasing

11. Dean, School of Arts and Sciences

Undergraduate and Graduate Student Services