

EDINBORO UNIVERSITY OF PENNSYLVANIA

**GOVERNANCE**

**Policy No. C021**

Supersedes Policy No. C021, Dated 8/9/89 and 3/5/93

Recommended by Dr. Robert Weber, Provost & Vice President for Academic Affairs

Approved by Frank G. Pogue, President

Effective Date: March 25, 2002

Review Date: As Required

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**INTENT**

This policy is designed to articulate the structure of governance of Edinboro University in accordance with appropriate Commonwealth laws, State System Board of Governors' policies, and other applicable directives. This policy identifies those affected the authority and lines of communication appropriate to the various bodies on campus involved in the governance process. In conjunction with the current organizational chart of the University which identifies the responsibilities and authority of individual officers and departments, specific responsibilities of the Council of Trustees, the President, and managerial corps of the University are laid out in Commonwealth legislation (Act 188 of 1982) and the policies of the Board of Governors and will not be repeated here.

**POLICY**

The governance of the University is established in accordance with applicable laws of the Commonwealth, the policies of the Board of Governors, the strategic directions of the State System of Higher Education, and the Mission and strategic plan of the University. Governance includes the Council of Trustees, the leadership and governing groups sanctioned by the President, the manual of policies approved by the President, the Collective Bargaining Agreements to which the University is a party, and the various negotiating bodies allowed by these Agreements.

The leadership and governance model at Edinboro University of Pennsylvania is characterized by inclusiveness and a University-wide commitment to collaboration, community and civility. As the attached Administrative Leadership Circle depicts, communication is expected to flow between and among all senior level administrators. This model is duplicated within the divisions of the University. The President operates from the center of the circle wherein he receives input and recommendations and enables cross-divisional communication and collaboration. The Administrative Leadership Circle is operationalized via a variety of leadership, communication, and organizational mechanisms as follows:

President's Executive Council (PEC) – The PEC is composed of the Provost, vice presidents, deans, selected associate vice presidents, the Assistant Vice President for Media and Community Relations, the Associate to the President for Equity and Special Programs and the Executive Assistant to the President. This group is convened by the President on a weekly basis with an agenda that addresses national/international, regional, state, and campus issues. The PEC is considered a presidential advisory group, although it is also used as a mechanism by and through which the President may share and disseminate information.

One-On-One Meetings – The President meets on a weekly basis with the Provost, Vice Presidents and the Executive Assistant to the President, and he meets bi-weekly with the Associate Vice Presidents who report directly to him, the Associate to the President for Equity and Special Programs, the Assistant Vice President for Media and Community Relations, and the Associate Vice President for Human Resources and Faculty Relations. As is the case with the other mechanisms, these meetings are designed to enhance dialogue and communication rather than boundary development or maintenance.

21<sup>st</sup> Century Planning Group - The cross-representative 21<sup>st</sup> Century Planning Group guides our strategic planning process and enables the University to collaboratively examine and determine its strengths, weaknesses, opportunities and threats while facilitating a flexible culture of communication and change. The Planning Group meets regularly to address issues related to planning.

Advisory Groups – Cross-representational advisory groups deliberate and discuss issues as a means of providing advice to the President, in most cases, through the appropriate senior officer. These groups include:

- Academic Affairs Advisory Council
- Access and Retention Advisory Council
- Development and Marketing Advisory Council
- Technology and Communications Advisory Council

Personnel, Space, and Policy Committee – The Personnel, Space, and Policy Committee (PSPC) serves to advise the President and make recommendations on a range of issues related to personnel classifications, space allocation and renovation, and policy and procedure development.

University Senate – The basic purpose of the University Senate shall be to propose policies to the President of the University. The University Senate shall make recommendations on the following matters of policy: standards for admission, selection, and retention of students; requirements for granting academic degrees; curricular requirements; instructional standards; standards of academic freedom; standards for student, faculty, and administrator affairs; procedures for determining the position of the faculty and administrators on matters of institutional policy; and other matters affecting the faculty, administrators, and students of the University. The President of the

University shall be the official agent for transmitting policy recommendations from the University Senate to the Council of Trustees. The University Senate shall delegate such duties and responsibilities to its committees as it deems appropriate.

Details of membership, responsibilities of officers and lines of communication of the Senate are outlined in the constitution of that body as approved by the President and on file in the Office of the President of the University the with the President of the University Senate. It is also available on the University website.

## **PROCEDURE**

University personnel having concerns or responsibilities related to the bodies identified herein are advised to work within the organizational structure of the University to bring agenda items to these bodies. In general, the Dean or supervisor should forward such concerns to the appropriate Vice President for submission to the agenda of the body or, in the case of the University Senate, through a Senate member or committee chair to the executive committee of the Senate. Matters within the jurisdiction of committees or other bodies sanctioned by collective bargaining agreements, inquiries, and other business, should be addressed to the officers of the employee's bargaining unit or the immediate supervisor for referral, or as indicated in the bargaining agreement.