Structure, Focus and Leadership roles
Fall 2019

Division Leadership/Position Structure – Roles and Focus
A consistent and transparent organizational structure is necessary to ensure consistent title nomenclature, clear and transparent reporting lines and accountability, as well as communicate paths for professional growth. Deviation from this structure must be approved by the VPSA.

Vice Provost for Student Affairs: Responsible for leading, setting and facilitating alignment of core mission of the Division with strategic decision-making and priority setting. Requires that the VPSA is informed at a high level on division-delivered programs and services that directly impact progress towards institutional goals, serves as a content representative on areas within scope of division to internal and external audiences, and provides context and direction back to division on university priority alignment. Sets tone of division. Distributes leadership and voice to division leaders. Positions that report to the Vice Provost for Student Affairs: The Operations Associate, Associate Vice Provosts, Executive Directors.

Operations Associate: Responsible for managing the Office of the VPSA. Ensures consistent communication throughout division on focus and priority areas. Represents the VPSA when designated. Maintains a comprehensive understanding of divisional programs and services. Remains current on divisional personnel matters and HR processes. Leads divisional training, development and orientation agenda. Coordinates fundraising strategy and stewardship for the division. Positions that report to the Operations Associate: Directors, Managers, Coordinators, Associate/Assistant Directors, Managers, Coordinators, Specialists, Administrative Assistants, APAs, APSs.

Associate Vice Provosts: Responsible for leading portfolios of organizations and/or functional areas. Represent the Office of the Vice Provost and Division on areas of designated focus. Ensure “Areas of Focus” are penetrating throughout the division. Expected to have full understanding of division-wide portfolio of programs and services in order to represent the division and support interdisciplinary collaboration. Perform Executive Director level functions for departments within their portfolio. Reinforce tone of division. Create accountability to tone, up and throughout, the division. Positions that report to Associate Vice Provosts: Directors, Executive Assistants.

 Associate Vice Provost Areas of Focus:

  - **Associate Vice Provost – SA Student Life:**
    - Ensure the Division and University are well educated about and served by a “case management” approach to support student success.
    - Take lead on strategy for promoting community and belonging within the Division programs, integrating vision and purpose with student-serving centers.

  - **Associate Vice Provost – SA Health and Wellbeing:**
- Ensure the Division is educated on, and functions from, a community and public health perspective to advance holistic wellbeing as a foundation for student success.
- Take lead on developing an integrated framework for programs, services and systems to advance Division’s contribution to OSU’s Strategic Plan 4.0 related to health, wellness, and well-being.

**Associate Vice Provost – SA Finance and Operations:**
- Ensure the Division is functioning from highest level of resource stewardship.
- Take lead on initiatives associated with new forms of business models (i.e., P3) and development of Division-wide budget accountability efforts.

**Associate Vice Provost – SA Auxiliaries:**
- Ensure the Division’s relevance in self-support delivery models in advancing institution’s mission and Strategic Plan 4.0.
- Take lead on revenue and cost containment measures in auxiliary units, including increased/improved programs and services that produce cash sales to off-set increased costs to students.

**Executive Directors:** Responsible for senior level/executive level leadership over an organization of multiple departments that are aligned with a shared mission. Ensure vision and priorities set by the division leadership are effectively disseminated within the framework of their organization’s context. Ensure progress of organizations and departments towards institution and division goals and core functions of the departments. Responsible for the health and vitality of their departments and organization, and for ensuring connection to the broader division and institutional mission. Reinforce tone of division, create accountability up and throughout the division, and set tone that is in alignment with division for their organization.  

  **Positions that report to Executive Directors:** Directors, Associate/Assistant Directors, Executive Assistants

**Directors:** Responsible for functional areas within organizations. Serve as content experts over specific programs, services and/or functions. Ensure department is in alignment with home organization, contribute to the “Division Area of Focus” within aligned organization, as well as Areas of Focus of AVP portfolios.  

  **Positions that report to Directors:** Associate/Assistant Directors, Managers, Coordinators, Specialists, Administrative Assistants, APAs, APSs

**Leadership Teams:**
There are two leadership teams that regularly meet with the Vice Provost for Student Affairs and are direct reports to the VPSA. Both ensure that the development of vision and direction benefit from a broad representation of division units.

**Executive Leadership Team**
(VPSA, Executive Directors, AVPs, & Operations Associate)
**Meeting Frequency:** The Executive Leadership Team (ELT) will meet 2 hours every month.  
**Meeting Purpose:**
- Acquire and provide institutional context so divisional leaders have what they need to frame opportunities and challenges their units can address.
- Focus on topics that advance division priorities of wellness, inclusion and belonging, stewardship, and others as set through planning.
• Discover points of connection and leverage.
• Share areas of needed focus based on unit feedback (liabilities).
• Receive institutional awareness through invited guests.
• Provide support to each other as leaders.
• Ensure leaders and division represent and promote SP 4.0
  o We will offer excellent education for all learners
  o We will be leaders in the delivery of education
  o We will be welcoming and foster belonging and success for all
  o We will be accountable leaders
  o We will be agile and entrepreneurial
  o We will be mindful of this special place and all Oregonians

Leadership Contribution Expectations as ELT Members:
• Promote a healthy culture and climate within the division.
• Ensure units, departments, organizations and portfolios are working effectively across lines and functions to deliver a comprehensive student experience.
• Design, build and nurture partnerships between the Division and units/programs outside of the Division.
• Scan and assess areas of needed attention, primarily within the Division, but institution-wide. Function from a solution-oriented approach in advancing OSU’s and Division’s objectives.
• Model leadership characteristics that differentiate you as leader, representative of the best in our profession.
• Promote and advance program and service delivery that is designed to provide holistic student development and success.
• Expand upon the relationships within Student Affairs for the betterment of our efforts with student support.
• Develop your personal educational agenda that will make you the most effective at all of the above.

Student Affairs Divisional Leadership Council:
(VPSA, AVPs & Operations Associate)
Meeting Frequency: The Student Affairs Divisional Leadership Council (DLC) will meet 1 hour every 2 weeks.
Meeting Purpose:
• Share progress relevant to AVP area of focus.
• Identify areas of needed attention by DLC members (liability or opportunity). Develop shared plans to address.
• Identify where leaders in the division need support related to organizational health. Develop support strategy.
• Reflect on how vision and messages are penetrating, inspiring and informing. Develop shared plans to address.
• Help set agenda for ELT, ensuring ELT meeting structure accomplishes stated purpose.

Expectations of Division-wide Contribution as DLC Members:
• Represent and promote the shared goals and agenda, beyond specific departmental areas of focus. Requires being educated beyond unit requirements and being able to speak with authority and influence over divisional portfolio.
• Identify units within the Division that need leadership assistance. Partner with Direct Report leader in providing support, mentoring and reputational management.
• Develop educational agenda on AVP area of focus for Division members.
• Lead Division in collaborative partnering that advances SP 4.0, Division’s goals, priorities and agenda with division members, in AVP area of focus.