

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**1200 - ADMINISTRATIVE TITLES**

Statement: Administrative line responsibility is designated by titles of President, Vice President, Dean, Department Chair, and Director. Administrative staff titles bear the preface associate and assistant.

The title of Associate Vice President is limited to one person in each vice presidential area except Academic Affairs where there shall be not more than three.

In each vice president area there may be a limited number of assistant vice presidents, normally no more than three. An assistant vice president in areas other than academic affairs has responsibility for a broad area of the vice president's mission or as a line officer to whom several units report. In the academic affairs area, since the line officers are normally deans, assistant vice presidents typically have broad coordinating or staff responsibilities for a major mission of the vice president.

The titles "Executive Assistant to the Vice President" or "Assistant to the Vice President" are used to designate administrative positions which provide high-level staff support to the office of a vice president.

The title of "Dean" is limited to chief administrative officers of colleges, with the following exceptions:

- (1) a "Dean of Student Life" (or similar title) in the student services area;
- (2) possible establishment of a Dean of Graduate Studies and/or a Dean of Continuing Education (or similar titles) in the academic affairs area, if the University determines that such positions are needed.

**Responsibility:** Vice Presidents

**Authorization:** Joseph M. Marchello, President

**Date:** December 1, 1988