### CUPA-HR ADMINISTRATORS IN HIGHER EDUCATION SALARY SURVEY POSITION DESCRIPTIONS (AHESS) 2016-17

The Administrators Survey collects salary data for positions with primary assignments requiring management of the institution or of a customarily recognized division within it. All positions are matched to BLS Standard Occupational Classification (SOC) codes to facilitate completion of IPEDS reporting, but SOC codes are not used in this survey.

**CHANGES TO THIS YEAR’S POSITIONS:** All changes are designated in red in the table below. The positions of Chief Faculty Affairs Officer (182000) and Chief Risk Management/Compliance Officer (196270) were added. The titles for Dean and Assoc/Asst Dean Journalism and Mass Communication (153240 and 304240) have been changed to Dean and Assoc/Asst Dean Communication/Journalism/Media. The title Chief Campus Distance Education Administrator was changed to Chief Online Education Administrator. The position numbers of Deputy Chief Library Officer (177100); Deputy Chief, Student Affairs (179010); and Deputy Chief Research Officer (179030) were changed to 194160, 194170, and 194180 respectively, to align them with other deputy positions. The position of Deputy Chief Campus Food/Dining Services Administrator (196175) was moved to the Professionals Survey.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Role</th>
<th>Position Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td>Chief Executive Officer, System</td>
<td>President. Directs all affairs and operations of a higher education system or district. Each subordinate campus has its own President, Chancellor or Provost, administrative offices and independent programs.</td>
</tr>
<tr>
<td>101000</td>
<td>Chief Executive Officer, Single Institution or Campus within a System</td>
<td>President or Chancellor. Directs all affairs and operations of a higher education institution or of a campus within a system.</td>
</tr>
<tr>
<td>102000</td>
<td>Executive Vice President/ Vice Chancellor</td>
<td>Responsible for all or most functions and operations of an institution under the direction of the Chief Executive Officer. If the incumbent is also the Chief Academic Affairs Officer/Provost, report in 105000 and not here.</td>
</tr>
</tbody>
</table>

**Senior Institutional Officers: Positions 105000 - 145000**

Persons in these positions direct a major functional area with institution-wide scope/impact and also the work of other professional employees. Reports to a top executive officer or to another senior institutional officer.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Role</th>
<th>Position Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>105000</td>
<td>Chief Academic Affairs Officer/ Provost</td>
<td>Directs the academic program of the institution. Overall responsibilities typically include academic planning, teaching, research, extensions and coordination of interdepartmental affairs (e.g. Admissions, Registrar, and library activities).</td>
</tr>
<tr>
<td>107000</td>
<td>Chief Business Officer</td>
<td>Responsible for the combined functions of administrative and financial affairs. Overall responsibilities typically include accounting, purchasing, physical plant and property management, human resources, food services, auxiliary enterprises, investments and related business matters.</td>
</tr>
<tr>
<td>Salary</td>
<td>Title</td>
<td>Description</td>
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</tr>
<tr>
<td>109000</td>
<td>Chief Athletics Administrator</td>
<td>Provides administrative direction and oversight for all intercollegiate, intramural and recreational athletics staff, programs, facilities and activities. Responsible for ensuring compliance with all federal, divisional and university athletics regulations and administering departmental funds and accounts. Develops short-term goals and long term strategic plan and vision for the department. Oversees departmental fund-raising, public relations and community outreach activities. Top athletics administrative position. Typically requires: Bachelors degree in an appropriate area of specialization; 5 - 8 or more years of relevant administrative/supervisory experience in intercollegiate or professional athletics. Previous title: Director of Athletics.</td>
</tr>
<tr>
<td>111000</td>
<td>Chief Audit Officer</td>
<td>Plans, develops, and directs the institutional internal audit function which serves as an independent assurance and advisory activity of the institution’s risk, governance and control processes. Designs, develops, and implements internal auditing policy and procedure within the institution to ensure compliance with identified objectives, standards and laws. Leads and directs the work of others. Interviews, advises and negotiates with mid to executive level of management as to results of the work performed. For smaller institutions, may perform individual audit, investigative or advisory engagements encompassing all the duties identified at the subordinate audit levels. Typically reports to governing board and/or to executive management. Positions may be associated with titles such as vp/assoc vp/chancellor, executive director or director.</td>
</tr>
<tr>
<td>113000</td>
<td>Chief Development/ Advancement Officer</td>
<td>Responsible for institutional development programs. Overall responsibilities typically include institutional fundraising, public relations and alumni relations.</td>
</tr>
<tr>
<td>115000</td>
<td>Chief Enrollment Management Officer</td>
<td>Responsible for development of marketing plans for recruitment and retention of students. Also coordinates institutional efforts in admissions, financial aid, records and registration and advising.</td>
</tr>
<tr>
<td>117000</td>
<td>Chief Extension/ Engagement Officer</td>
<td>Found most typically in land-grant institutions, position leads the institution’s outreach, extension, and engagement efforts with external communities to extend and apply the organization’s knowledge, expertise, and resource capabilities to improve local, state, and regional economic interests and quality of life. Leads collaborations with business, industry, government, other universities, individuals, and groups to address a wide range of issues and challenges facing the larger community.</td>
</tr>
<tr>
<td>119000</td>
<td>Chief External Affairs Officer</td>
<td>Responsible for such functions as communications, public relations, alumni relations and government affairs.</td>
</tr>
<tr>
<td>121000</td>
<td>Chief Facilities Officer</td>
<td>Responsible for the construction, rehabilitation, and maintenance of physical plant facilities. Overall responsibilities typically include new construction and remodeling, grounds and building maintenance, power plant operation and parking. Previous job title: Chief Physical Plant/ Facilities Officer.</td>
</tr>
<tr>
<td>123000</td>
<td>Chief Financial Officer</td>
<td>Responsible for the direction of financial affairs. Overall responsibilities typically include investments, accounting and budgets. Report Controller in 161000, not here.</td>
</tr>
<tr>
<td>Position Code</td>
<td>Position Title</td>
<td>Description</td>
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<tr>
<td>125000</td>
<td>Chief Health Affairs Officer</td>
<td>Provides overall leadership and direction for an institution’s academic and affiliated human healthcare programs, including establishing and facilitating the accomplishment of strategic goals and objectives. <strong>In institutions with hospitals and medical schools, typically has responsibility for both.</strong> Report the Director of Student Health Services in Student Affairs. Previous title: Chief Health Professions Officer</td>
</tr>
<tr>
<td>127000</td>
<td>Chief Human Resources Officer</td>
<td>Responsible for administering institutional human resource policies and practices for staff and/or faculty. Overall responsibilities typically include personnel records, benefits, staff employment, wage and salary administration, and (where applicable) labor relations.</td>
</tr>
<tr>
<td>129000</td>
<td>Chief Information/ IT Officer</td>
<td>Directs the institution’s major academic and administrative computing activities, as well as voice and data communications. May also be called the Chief Technology Officer.</td>
</tr>
<tr>
<td>131000</td>
<td>Chief Institutional Planning Officer</td>
<td>Responsible for the direction of long-range planning and resource allocation. Overall responsibilities typically include strategic resources allocation/budgeting, institutional research and facilities planning. May also be responsible for planning and budgeting and for compliance with state and federal regulations. Previous title: Chief Planning Officer.</td>
</tr>
<tr>
<td>133000</td>
<td>Chief Institutional Research Officer</td>
<td>Conducts research and studies on the institution, including design of studies, data collection, analysis and reporting. Also responsible for accomplishing the institution’s Federal reporting requirements (e.g., IPEDS) as well as those of the State. Previous title: Director, Institutional Research.</td>
</tr>
<tr>
<td>135000</td>
<td>Chief Investment Officer</td>
<td>Responsible for the direction and management of the institution’s investment activities.</td>
</tr>
<tr>
<td>137000</td>
<td>Chief Legal Affairs Officer</td>
<td>Responsible for managing the institution’s legal affairs, including advising on legal rights, obligations and related matters. Typically provides legal advice to the corporate board and President/Chancellor, manages matters in litigation, and supervises both inside and outside counsel. Often serves as liaison to regulatory and legislative bodies, courts and attorneys general. <strong>This individual is an employee of the institution; do not report if not on the institution’s payroll.</strong></td>
</tr>
<tr>
<td>139000</td>
<td>Chief Library Officer</td>
<td>Provides strategic leadership for all functions of the library in collaboration with other academic units and in support of the mission of the College/University; serves as primary advocate for the library. At some institutions, position may be referred to as Chief Librarian. Degree requirement: ALA Accredited Masters. Previous title: Director, Library Services.</td>
</tr>
<tr>
<td>141000</td>
<td>Chief Public Relations Officer</td>
<td>Responsible for communications/public relations programs. Overall responsibilities typically include public relations, news media relations, legislative relations, alumni relations and information office services.</td>
</tr>
<tr>
<td>143000</td>
<td>Chief Research Officer</td>
<td>Oversees the institution’s scientific research. Responsibilities typically include research policy, sponsored-research administration (Grants and contracts), compliance with regulations pertaining to research, technology transfer and commercialization of intellectual property (patents) and research communications.</td>
</tr>
<tr>
<td>145000</td>
<td>Chief Student Affairs/ Student Life Officer</td>
<td>Responsible for the direction of student services and student life programs. Overall responsibilities typically include student conduct, counseling and testing, career development and placement, student housing, student union, campus/student activity, minority student support program, residence life and related functions.</td>
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<tr>
<td>153010</td>
<td>Dean Agriculture</td>
<td>ACADEMIC DEANS: 153010 - 155010 Persons with faculty status who serve as the principal administrator/ head of an academic program, which may be a school, college or department. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities. Do not report persons without faculty rank here. Dean of Students is an exception – incumbent can be with or without faculty status.</td>
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<tr>
<td>153020</td>
<td>Dean Architecture/ Design</td>
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<tr>
<td>153030</td>
<td>Dean Arts and Letters</td>
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<tr>
<td>153040</td>
<td>Dean Arts and Sciences</td>
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<tr>
<td>153050</td>
<td>Dean Biological and Life Sciences</td>
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<tr>
<td>153060</td>
<td>Dean Business</td>
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<tr>
<td>153070</td>
<td>Dean Computer and Information Sciences</td>
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<tr>
<td>153080</td>
<td>Dean Continuing Education</td>
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<tr>
<td>153090</td>
<td>Dean Cooperative Extension</td>
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<tr>
<td>153100</td>
<td>Dean Dentistry</td>
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<tr>
<td>153110</td>
<td>Dean Divinity/ Religion</td>
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<tr>
<td>153120</td>
<td>Dean Education</td>
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<tr>
<td>153130</td>
<td>Dean Engineering</td>
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<tr>
<td>153140</td>
<td>Dean External Degree Programs</td>
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<td>153150</td>
<td>Dean Family and Consumer Sciences</td>
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<td>153160</td>
<td>Dean Fine Arts</td>
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<td>153170</td>
<td>Dean Forestry and Environmental Studies</td>
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<tr>
<td>153180</td>
<td>Dean Government/ Public Affairs/ Public Policy</td>
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<tr>
<td>153190</td>
<td>Dean Graduate School</td>
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<td>153200</td>
<td>Dean Health-Related Professions</td>
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<td>153210</td>
<td>Dean Honors Program</td>
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<td>153220</td>
<td>Dean Humanities</td>
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<tr>
<td>153230</td>
<td>Dean Instruction</td>
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<td>Code</td>
<td>Title</td>
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<tr>
<td>153240</td>
<td>Dean Communication/ Journalism/Media (“Media” designation added for 2017)</td>
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<tr>
<td>153250</td>
<td>Dean Law</td>
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<tr>
<td>153260</td>
<td>Dean Library Science</td>
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<tr>
<td>153270</td>
<td>Dean Mathematics</td>
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<td>153280</td>
<td>Dean Medicine</td>
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<td>153290</td>
<td>Dean Music</td>
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<tr>
<td>153300</td>
<td>Dean Nursing</td>
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<tr>
<td>153310</td>
<td>Dean Occupational Studies/Vocational Ed/Technology</td>
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<tr>
<td>153320</td>
<td>Dean Performing Arts</td>
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<tr>
<td>153330</td>
<td>Dean Pharmacy</td>
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<td>153350</td>
<td>Dean Public Health</td>
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<td>153360</td>
<td>Dean Sciences</td>
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<tr>
<td>153370</td>
<td>Dean Social Sciences</td>
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<td>153380</td>
<td>Dean Social Work</td>
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<tr>
<td>153390</td>
<td>Dean Special Programs</td>
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<tr>
<td>153400</td>
<td>Dean Undergraduate Programs</td>
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<tr>
<td>153410</td>
<td>Dean Veterinary Medicine</td>
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<tr>
<td>155010</td>
<td>Dean of Students (with or without faculty status)</td>
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</tr>
</tbody>
</table>

Institutional Administrators: 161000 - 187020

Persons in these positions direct a major functional area with institution-wide scope/impact and the work of other professional employees. Also serve as the senior content expert in a recognized professional realm. Report to a top executive officer, senior institutional officer or other institutional administrator.

- **161000** Chief Accounting Officer/Controller
  - Directs accounting, payroll, cashiering and related functions. May also be responsible for office services, such as mail and telephone services.

- **162000** Chief Administration Officer
  - Responsible for administrative affairs. Overall responsibilities typically include purchasing, physical plant management, property management, human resources, administrative computing and auxiliary enterprises. **Does not** generally include budget and accounting.

- **163000** Chief Architect for the Institution
  - Responsible for the long-range development of the campus. Makes continuous studies of the physical needs of the institution and coordinates the planning and construction of physical facilities.

- **164000** Chief Auxiliary Services Officer
  - Responsible for the management and operation of college support and auxiliary services, which typically include food service, bookstore, housing, vending, student union, and printing services and which may include a variety of other services and operations.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>165000</td>
<td>Chief Budget Officer</td>
<td>Responsible for current budgetary operations. May also be responsible for long-range planning in the absence of a planning officer.</td>
</tr>
<tr>
<td>166000</td>
<td>Chief Purchasing Officer</td>
<td>Directs central purchasing operations for the institution. Functions typically include preparation of specifications, contracting, bidding, receiving and stores, and approval of invoices. Previous job title: Director, Purchasing/ Materials Management.</td>
</tr>
<tr>
<td>167000</td>
<td>Chief Equal Opportunity/ Affirmative Action Officer</td>
<td>Responsible for the university-wide programs designed to ensure equality of employment opportunity on an individual basis without preferential treatment of any group. Previous job title: Director, Affirmative Action/Equal Opportunity.</td>
</tr>
<tr>
<td>168000</td>
<td>Chief Diversity Officer</td>
<td>Manages and oversees diversity programs and services at the institution. Responsibilities typically include helping to build diverse student, faculty, and staff populations; creating opportunities to engage diverse ideas inside and outside the classroom; and providing programs and services that emphasize the importance of a diverse and inclusive campus environment.</td>
</tr>
<tr>
<td>169000</td>
<td>Chief Hospital Administrator</td>
<td>Immediate administrative head of institution’s hospital or medical center. Typically reports to the CEO of the institution or to the Chief Health Professions Officer. Report the Director of Student Health Services in Student Affairs. Previous title: Chief Administrator Hospital/ Medical Center.</td>
</tr>
<tr>
<td>169010</td>
<td>Chief Veterinary Hospital Administrator</td>
<td>Immediate administrative head of institution’s veterinary hospital or medical center. Typically reports to the Dean of the Veterinary School or to the chief campus administrative/ business officer.</td>
</tr>
<tr>
<td>171000</td>
<td>Chief Student Admissions Officer</td>
<td>Responsible for the admission of undergraduates. May also be responsible for recruitment and selection for the admission of graduate and professional students or for scholarship administration or similar functions. Previous title: Chief Admissions Officer.</td>
</tr>
<tr>
<td>172000</td>
<td>Chief Student Financial Aid Officer</td>
<td>Directs the administration of all forms of student aid. Responsibilities typically include assistance in the application for loans or scholarships, administration of private, state, or federal loan programs, award of scholarships and fellowships and maintenance of appropriate records. Previous title: Director, Student Financial Aid.</td>
</tr>
<tr>
<td>173000</td>
<td>Chief Student Registration/ Records Officer</td>
<td>Also referred to as the Registrar. Responsible for student registrations and records. Specific responsibilities typically include registration, classroom scheduling, maintenance of student records, graduation clearance, and related matters. Previous title: Registrar.</td>
</tr>
<tr>
<td>175000</td>
<td>Chief Technology Transfer Officer</td>
<td>Responsible for managing technology transfer activities relating to scientific discoveries and inventions. Participates in setting and interpreting policy pertaining to technology transfer activities, supervises the licensing and administrative staff engaged in them and has budgetary authority. Also keeps the institution’s senior administration or governing board informed about these activities.</td>
</tr>
<tr>
<td>176000</td>
<td>Chief Sponsored Research/ Programs Administrator</td>
<td>Pre-award, directs administrative activities for externally funded grants and contracts, including funding source identification, institutional review, and sign-off of proposals. Also negotiates contracts and develops research policy. Note: If your institution has only one position with both pre- and post-reward responsibilities, report here. Previous title: Director, Sponsored Research and Programs.</td>
</tr>
<tr>
<td>Position Code</td>
<td>Position Title</td>
<td>Position Description</td>
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</tr>
<tr>
<td>177000</td>
<td>Chief Contracts and Grants Administrator</td>
<td>Post-award, responsible for advising the institution on matters relating to laws, rules, regulations and policies pertaining to fiscal management of contracts and grants; for insuring that the business interests of the institution are protected; for monitoring compliance with all provisions of contracts, grants, and agreements; and for maintaining auditable records of charges to contracts and grants. Previous title: Director, Contracts and Grants.</td>
</tr>
<tr>
<td>181000</td>
<td>Deputy Provost</td>
<td>Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO. Makes provost-level decisions in the absence of the provost. Only report individuals that do not serve as a Chief Functional Officer.</td>
</tr>
<tr>
<td>182000 - NEW in 2017</td>
<td>Chief Faculty Affairs Officer</td>
<td>Serves as the primary institutional resource for faculty matters. May hold a title such as Vice Provost for Faculty Affairs. May manage policies and functions supporting institution-wide faculty recruitment, orientation, appointment, reappointment, retention, promotion, and tenure procedures. Works closely with deans, academic department heads, and faculty leadership on academic strategic affairs. May manage programs in support of faculty development, wellbeing and productivity; faculty success and recognitions; and faculty rights, grievances, and issue resolution.</td>
</tr>
<tr>
<td>183000</td>
<td>Assoc Provost</td>
<td>Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO or another Provost.</td>
</tr>
<tr>
<td>185000</td>
<td>Asst Provost</td>
<td>Responsible for one or several broad-based areas within Academic Affairs under the direction of the CAO or another Provost.</td>
</tr>
<tr>
<td>187020</td>
<td>Chief of Staff to System or Institution CEO</td>
<td>Advises the CEO on policy, procedural and operational issues of the system or district, and may be charged with leading the operationalization of strategic initiatives for the CEO. Represents the CEO to senior vice presidents, campus officials, and critical external constituents. Serves a visible top-level leadership role for the institution on behalf of the CEO; the position is considered a peer of the institution’s other senior/ executive officers. See Professionals Survey position descriptions for Executive Assistant to CEO (position 320010).</td>
</tr>
<tr>
<td>194010</td>
<td>Deputy Chief Financial Officer</td>
<td>Generally second-in-command to the chief financial officer; typically responsible for the direction of financial affairs, including investments, accounting and budgets.</td>
</tr>
<tr>
<td>194020</td>
<td>Deputy Chief Facilities Officer</td>
<td>Generally second-in-command to the chief facilities officer. Responsible for one or several areas of facilities maintenance and operation. Reports to the Chief Physical Plant/ Facilities Officer. Previous title: Assoc Dir, Physical Plant/ Facilities Maint.</td>
</tr>
<tr>
<td>194030</td>
<td>Deputy Chief HR Officer</td>
<td>Generally second-in-command to the chief HR officer. Responsible for one or several areas of human resources. Reports to the CHRO. Previous title: Associate Director, Human Resources.</td>
</tr>
<tr>
<td>194040</td>
<td>Deputy Chief Information/ IT Officer</td>
<td>Generally second-in-command to the chief information/ IT officer, often with responsibilities for day-to-day management of technical operations (e.g., COO). Previous title: Associate Director, Information Systems.</td>
</tr>
</tbody>
</table>

Heads of Divisions, Departments & Centers: 194010 - 196500; 301030 - 301050. Persons in these positions direct an institutionally recognized division, department or center and the work of other professional employees. Generally report to a top executive officer, senior institutional officer, or institutional administrator.
<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>194050</td>
<td>Deputy Chief Athletics Officer</td>
<td>Supervises operations of selected sports programs and special projects as assigned by the Athletic Director (AD). Responsible for administration, personnel, budgets, team support functions and compliance with governing rules, as well as staff motivation. Keeps the AD informed and aware as to the condition of each program. Typically requires: Bachelor’s degree; 5 or more years of management experience in intercollegiate or professional athletics. Previous title: Associate Athletic Director.</td>
</tr>
<tr>
<td>194060</td>
<td>Deputy Chief Advancement/Development Officer</td>
<td>Generally second-in-command to the chief advancement/development officer. Responsible for one or several areas of fund raising within Development, which may be defined in the position title. Typically reports to the Chief Development Officer. Only report individuals that do not serve as a Chief Functional Officer. Previous title: Associate/Assistant VP/VC for Development.</td>
</tr>
<tr>
<td>194150</td>
<td>Deputy Chief Budget Officer</td>
<td>Generally second-in-command to the chief budget officer. Responsible for current budgetary operations. May also be responsible for long-range planning in the absence of a planning officer.</td>
</tr>
<tr>
<td>194160</td>
<td>Deputy Chief Library Officer</td>
<td>Responsible for the coordination of administrative functions within the Library. May be in charge of the Library in the absence of the Chief Librarian. Common job titles include: Associate or Assistant Dean, Assistant or Associate Director, Assistant or Associate Chief Library, Assistant or Associate University Librarian. Degree requirement: ALA Accredited Masters.</td>
</tr>
<tr>
<td>194170</td>
<td>Deputy Chief, Student Affairs</td>
<td>Generally second-in-command to Chief Student Affairs Officer. Responsible for one or several broad-based areas within Student Affairs.</td>
</tr>
<tr>
<td>194180</td>
<td>Deputy Chief Research Officer</td>
<td>Responsible for one or several specific areas related to the institution’s scientific research activities under the direction of the Chief Research Officer.</td>
</tr>
<tr>
<td>196010</td>
<td>Bursar</td>
<td>Custodian of institutional funds. Oversees tuition and fees, bill payment, and tax credits. For students, responsible for the assessment of student tuition, financial aid disbursement, and billing. For faculty and staff, responsible for accounts receivable, petty cash, and payments.</td>
</tr>
<tr>
<td>196020</td>
<td>Chief Campus Bookstore Administrator</td>
<td>For operations managed in-house, rather than outsourced: Directs the operation of the campus bookstore. Responsibilities typically include purchase and sale of new and used books, supplies, and equipment; advertising; employment and supervision of sales staff; and maintenance of sales and inventory records. Previous title: Director, Bookstore.</td>
</tr>
<tr>
<td>196030</td>
<td>Chief Campus Continuing Education Administrator</td>
<td>Directs all activities of the institution’s continuing education operation, including both on- and off-campus programs. Reports to Dean Continuing Education (153080). Previous title: Director, Continuing Education.</td>
</tr>
<tr>
<td>196040</td>
<td>Chief Online Education Administrator</td>
<td>Develops and promotes online learning initiatives. Plans, schedules, and coordinates video presentations. Plans and develops Internet courses, and provides training for faculty and staff on online teaching. Previous title: Chief Campus Distance Education Administrator.</td>
</tr>
<tr>
<td>196050</td>
<td>Chief Campus International Education Administrator</td>
<td>Directs all activities of the institution’s international education programs. Responsibilities typically include international study, English study, international visitors, visa certification, and international student admission functions. Previous title: Director, International Education.</td>
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<tr>
<td>ID</td>
<td>Title</td>
<td>Description</td>
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<tr>
<td>196051</td>
<td>Chief Campus International Studies Education Administrator</td>
<td>Coordinates academic studies conducted outside the United States, advises students and faculty on international study and travel and promotes campus activities of an international nature. Previous title: Director, International Studies Education.</td>
</tr>
<tr>
<td>196060</td>
<td>Chief Environmental Health and Safety Administrator</td>
<td>Responsible for the campus environment and/or occupational health and safety program. Previous title: Director, Environmental Health &amp; Safety.</td>
</tr>
<tr>
<td>196070</td>
<td>Chief Campus Risk Management &amp; Insurance Administrator</td>
<td>Responsible for the protection of the institution from fortuitous loss. Advises senior management on all potential sources of loss and on how to best reduce or eliminate loss. Represents the institution to the insurance market. Previous title: Director, Risk Management &amp; Insurance.</td>
</tr>
<tr>
<td>196080</td>
<td>Chief Campus Security Administrator/ Police Chief</td>
<td>Manages campus police and patrol units; directs campus vehicle traffic and parking; organizes security programs and training as needed. Previous title: Director, Campus Security/ Safety.</td>
</tr>
<tr>
<td>196085</td>
<td>Deputy Chief Campus Security Administrator/ Assistant Police Chief</td>
<td>Assists the Chief of Campus Security in planning and directing activities relating to campus security. Plans, develops and oversees a variety of campus security programs, including crime prevention, police personnel training, and criminal investigations. Requires P.O.S.T. certification plus 5-8 years’ related experience. This is the highest-level uniformed officer.</td>
</tr>
<tr>
<td>196090</td>
<td>Chief Campus Parking/ Transportation Administrator</td>
<td>For operations managed in-house, rather than outsourced: Responsible for campus parking and transportation functions. Must effectively manage daily operations and solve short-term problems while consistently planning for program modifications as a result of campus growth, construction and change. Previous title: Director, Parking &amp; Transportation.</td>
</tr>
<tr>
<td>196100</td>
<td>Chief Campus Employment Administrator</td>
<td>Responsible for recruiting, interviewing, placement, and other human resources office functions. Previous title: Director/ Manager, Employment.</td>
</tr>
<tr>
<td>196110</td>
<td>Chief Campus Payroll Administrator</td>
<td>Supervises operation of the institution’s payroll system. Previous title: Director/ Manager, Payroll.</td>
</tr>
<tr>
<td>196120</td>
<td>Chief Campus Benefits Administrator</td>
<td>Responsible for implementing staff and/or faculty benefits, such as medical, dental, long-term disability, retirement, and accidental death benefits. Previous title: Director/ Manager, Employee Benefits.</td>
</tr>
<tr>
<td>196130</td>
<td>Chief Campus Employee Relations Administrator</td>
<td>Advises and assists staff and/or faculty with respect to general human resource policies and procedures regarding grievances, employee relations, affirmative action, and equal opportunity in a nonunion setting. Previous title: Director/ Manager, Employee Relations.</td>
</tr>
<tr>
<td>196140</td>
<td>Chief Campus Classification &amp; Compensation Administrator</td>
<td>Responsible for maintaining classification and pay schedules for the institution. Conducts job audits and salary surveys and monitors the pay plan. Previous title: Director/ Manager, Compensation &amp; Classification.</td>
</tr>
<tr>
<td>196150</td>
<td>Chief Campus HR Information Systems Administrator</td>
<td>Responsible for developing, implementing and maintaining systems to support key human resources initiatives, for ensuring the integrity of employee demographic and employment data, and for maintaining all personnel, benefits and payroll information. Previous title: Director/ Manager, HRIS.</td>
</tr>
<tr>
<td>196160</td>
<td>Chief Campus Training &amp; Development Administrator</td>
<td>Directs and coordinates employee training, which may include in-house training for management and faculty as well as staff. Previous job title: Director/ Manager, Training &amp; Development.</td>
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<tr>
<td>ID</td>
<td>Title</td>
<td>Description</td>
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<tr>
<td>196170</td>
<td>Chief Campus Food/ Dining Services Administrator</td>
<td>For operations managed in-house, rather than outsourced: Administers all institutional food/dining services, whether directly managed and operated or catered. Previous title: Director, Food/Dining Services.</td>
</tr>
<tr>
<td>196175</td>
<td>Deputy Chief Campus Food/ Dining Services Administrator</td>
<td>For operations managed in-house, rather than outsourced: Generally second-in-command to the chief campus food/dining services administrator. Responsible for one or several areas of institutional food/dining services or facilities. Administers all institutional food/dining services, whether directly managed and operated or catered. Previous title: Associate Director, Food/Dining Services.</td>
</tr>
<tr>
<td>196180</td>
<td>Chief Campus Research Park Administrator</td>
<td>Responsible for overseeing a property-based venture which commonly has master-planned property and buildings designed primarily for private/public research and development facilities, high technology, and science-based companies and support services. Has a contractual, formal or operational relationship with one or more science/research institutions of higher education, a role in promoting the institution’s research and development through industry partnerships, a role in aiding the transfer of technology and business skills between institution and industry teams, and a role in promoting technology-led economic development for the community or region. Previous title: Director, University Research Park.</td>
</tr>
<tr>
<td>196190</td>
<td>Chief Campus Real Estate Administrator</td>
<td>Oversees all real estate transactions of the institution and manages space allocation decisions on campus. Previous title: Director, Real Estate &amp; Space Management.</td>
</tr>
<tr>
<td>196200</td>
<td>Chief Campus Energy and Utilities Administrator</td>
<td>Responsible for managing the institution’s complex utility infrastructure, managing the purchase and operation of energy resources, and providing specialized engineering and technical services for the institution, including oversight of utility infrastructure projects. Previous title: Director, Energy &amp; Utilities.</td>
</tr>
<tr>
<td>196210</td>
<td>Chief Campus Telecommunications/ Networking Administrator</td>
<td>Administrative official responsible for the institution’s telecommunication system and physical cable plant, including planning and coordinating voice and data system modifications, equipment installation, maintenance, monitoring, network management, and operating procedures. Responsible for networking policy. Previous title: Director, Telecommunications/Networking.</td>
</tr>
<tr>
<td>196220</td>
<td>Chief Campus Enterprise Applications Administrator</td>
<td>Directs the development and maintenance of the institution’s enterprise applications. This would include traditional “administrative” applications like HR-payroll, finance, etc. but also includes academic information systems, notably course management systems. Previous title: Director, Enterprise Information Systems.</td>
</tr>
<tr>
<td>196230</td>
<td>Chief Campus Academic Computing/ Instructional Technology Administrator</td>
<td>Directs the institution’s academic/research computing activities and labs for faculty, staff and students. Liaises with faculty and helps set agendas for faculty development and promotes the effective integration of IT into teaching and learning related activities. Often responsible for instructional/education media as well as for campus computer laboratories.</td>
</tr>
<tr>
<td>196240</td>
<td>Chief Campus Administrative Computing Administrator</td>
<td>Directs the institution’s administrative computing activities. Previous title: Director Administrative Computing.</td>
</tr>
<tr>
<td>196250</td>
<td>Chief Campus Research Computing Administrator</td>
<td>Directs the provision and support of high performance computing, scientific visualization, large scale data management, visualization, mass storage, and other specialized functions associated with the application of IT to research. Previous title: Director, Research Computing.</td>
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<tr>
<td>Code</td>
<td>Title</td>
<td>Duties and Responsibilities</td>
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<tr>
<td>196260</td>
<td>Chief Campus IT Security Administrator</td>
<td>Directs the institution’s IT security policy, operations, and frequently oversees compliance with the institution’s IT security policies, including IT security training. Previous title: Director, IT Security.</td>
</tr>
<tr>
<td>196270 - NEW in 2017</td>
<td>Chief Risk Management/Compliance Officer</td>
<td>Responsible for leading and maintaining campus-wide risk management and/or compliance programs. Generally reports to an executive position. May involve a single incumbent who fulfills both roles of risk and compliance or may involve multiple incumbents fulfilling one or both of these roles for different units or divisions.</td>
</tr>
<tr>
<td>196280</td>
<td>Chief Campus Student Activities Administrator</td>
<td>Responsible for coordinating all campus student activities, including special events, student organizations, publications, and student government activities. Previous title: Director, Student Activities.</td>
</tr>
<tr>
<td>196300</td>
<td>Chief Campus Student Center Administrator</td>
<td>Directs the total operation of a student union building and its personnel. May coordinate related student activities or make arrangements for special activities or functions. Previous title: Director, Student Union.</td>
</tr>
<tr>
<td>196310</td>
<td>Chief Campus Greek Life Administrator</td>
<td>Responsible for assisting fraternities and sororities in upholding their founding principles of scholarship, community service, campus involvement and sisterhood/brotherhood. Previous title: Director, Greek Life.</td>
</tr>
<tr>
<td>196320</td>
<td>Chief Campus Academic Advising Administrator</td>
<td>Responsible for ensuring that all undergraduate students receive accurate and timely advising services. Previous title: Director, Academic Advising.</td>
</tr>
<tr>
<td>196330</td>
<td>Chief Campus Career Services Administrator</td>
<td>Directs the operation of a student placement office to provide job placement and counseling services to undergraduates, graduates, and alumni. May also be responsible for placement of students in part-time jobs or jobs outside the institution. Previous title: Director, Career Development &amp; Placement.</td>
</tr>
<tr>
<td>196340</td>
<td>Chief Campus Student Counseling Center Administrator</td>
<td>Oversees the provision of brief counseling/therapy services for students with troubles ranging from development issues to problems with family and friends to serious psychological concerns. Staff typically includes psychologists, clinical social workers, and psychiatrists experienced in working with college-age adults. Previous title: Director, Counseling &amp; Psychological Services.</td>
</tr>
<tr>
<td>196350</td>
<td>Chief Campus Student Health Center - Non-Medical Administrator</td>
<td>Senior administrator (who is neither a physician nor a nurse) with overall responsibility for medical/counseling unit of an institution. Previous title: Director Student Health Services (non-medical administrator).</td>
</tr>
<tr>
<td>196354</td>
<td>Chief Campus Student Health Center - Physician Administrator</td>
<td>Senior administrator (who is a physician) with overall responsibility for medical/counseling unit of an institution. Previous title: Director Student Health Services (physician administrator).</td>
</tr>
<tr>
<td>196355</td>
<td>Chief Campus Student Health Center - Nurse/Nurse Practitioner Administrator</td>
<td>Senior administrator (who is a nurse) with overall responsibility for medical/counseling unit of an institution. Previous title: Director Student Health Services (nurse administrator).</td>
</tr>
<tr>
<td>196360</td>
<td>Chief Campus Student Housing Administrator</td>
<td>Manages student housing operations. Responsible for the direction of all residence hall operations for students. Also may administer off-campus housing programs. If housing (room and board) is provided and is reported as taxable income, add its value to the reported salary data for this position. Report 12-month, fulltime equivalent salary. Previous title: Director, Student Housing.</td>
</tr>
<tr>
<td>196370</td>
<td>Chief Campus Annual Giving Administrator</td>
<td>Plans and executes the institution’s campaign for annual gift support from all constituents, including alumni. Previous title: Director Annual Giving.</td>
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<tr>
<td>Code</td>
<td>Position</td>
<td>Responsibilities</td>
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<tr>
<td>196380</td>
<td>Chief Campus Corporate/Foundation Relations Administrator</td>
<td>Plans and carries out the institution’s program of soliciting gifts and grants from corporations and foundations. Previous title: Director, Corporate/Foundation Relations.</td>
</tr>
<tr>
<td>196390</td>
<td>Chief Campus Planned Giving Administrator</td>
<td>Plans, organizes, and conducts a comprehensive estate planning and deferred giving program pursuant to the developmental goals of the college or university. Previous title: Director, Planned Giving.</td>
</tr>
<tr>
<td>196400</td>
<td>Chief Campus Alumni Affairs Administrator</td>
<td>Coordinates contacts and services to alumni, develops and maintains alumni mailing lists and mailings, organizes receptions and other special alumni activities. Previous title: Director, Alumni Affairs.</td>
</tr>
<tr>
<td>196410</td>
<td>Chief Campus Major Gifts Administrator</td>
<td>Directs institutional fundraising in the areas of special and deferred gifts. Previous title: Director, Major Gifts.</td>
</tr>
<tr>
<td>196420</td>
<td>Chief Campus Donor Relations Administrator</td>
<td>Responsible for “stewarding” the institution’s philanthropic constituencies. Selected responsibilities include preparation of special gift acknowledgements and memory/in honor of condolences, preparation of pledge reminders and endowment reports, etc. Previous title: Director, Donor Relations.</td>
</tr>
<tr>
<td>196430</td>
<td>Chief Campus Advancement Services Administrator</td>
<td>Responsible for conducting research using public information to identify potential funding sources for projects at the institution. Includes funds management and institution performance management, as well as functional management of advancement information systems. May also coordinate/facilitate relationships with those funding sources. Previous title: Director, Adv Research/Prospect Management</td>
</tr>
<tr>
<td>196444</td>
<td>Chief Campus Federal Government/Legislative Liaison</td>
<td>Responsible for developing and maintaining effective relations with the federal government and for coordinating the organization’s federal-level communications/policy-influencing/lobbying efforts. Previous job title: Director, Federal Relations.</td>
</tr>
<tr>
<td>196445</td>
<td>Chief Campus State &amp; Local Government/Legislative Liaison</td>
<td>Responsible for developing and maintaining effective relations with state and local government and for coordinating the organization’s state/local level communications/policy-influencing/lobbying efforts. Previous title: Director, State Government Relations.</td>
</tr>
<tr>
<td>196460</td>
<td>Chief Campus Marketing Administrator</td>
<td>Provides marketing leadership to the university community. Advises and assists the President, Vice Presidents, and the heads of academic and administrative units in establishing goals, developing suitable strategies and tactics, implementing programs, and evaluating results. Designs, coordinates and evaluates the effectiveness of university-wide marketing programs and projects. Previous title: Director of Marketing</td>
</tr>
<tr>
<td>196470</td>
<td>Chief Campus Publications Administrator</td>
<td>Directs the planning, budgeting, writing, design, production, and distribution of institutional publications. Previous title: Director, Publications.</td>
</tr>
<tr>
<td>196490</td>
<td>Chief Campus Study-Abroad Administrator</td>
<td>Directs all activities of the institution’s education abroad programs. Responsibilities typically include developing, managing, and marketing programs; advising and orienting students to facilitate their learning; preparing students for living overseas; and collaborating with faculty to insure the academic quality of programs. Previous title: Education Abroad Director.</td>
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<td>Code</td>
<td>Title</td>
<td>Description</td>
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<tr>
<td>196500</td>
<td>Chief Campus Workforce/ Career Development Administrator</td>
<td>Responsible for leadership, vision and oversight for the institution’s workforce and career development, employment services, upward bound and community engagement and outreach initiatives. Tasks include directing the daily operations of training and employment programs, staff development, operational and strategic planning, financial resource assistance, compliance with federal and state policies, funds management and delivery of outstanding services for students, families and community members at various locations. A broad knowledge of academic courses and programs, financial procedures, student services and community engagement functions is essential for the success of the position and the departments that it oversees. Previous title: Director/ Dean, Workforce &amp; Career Development.</td>
</tr>
<tr>
<td>301030</td>
<td>Chief Business Affairs Officer, College/ Division</td>
<td>Manages overall business and administrative affairs for a college or major administrative division of a university. Reports directly to a Dean or chief functional officer at the university level and is part of the college/ divisional senior leadership team. Directs and oversees college- or division-wide activities related to budgeting and financial management, operations and programs, and personnel administration. Oversees budgetary controls, provides complex budget/ financial analysis and planning, and is involved in the strategic plan for the college/ division. Typically a non-faculty professional; requires a bachelor’s degree in business management or possibly a CPA or MBA, plus 8-10 years of experience.</td>
</tr>
<tr>
<td>301040</td>
<td>Chief HR Officer, College/ Division</td>
<td>Responsible for administering institutional human resource policies and practices for a college or major administrative division of a university.</td>
</tr>
<tr>
<td>301050</td>
<td>Chief Student Affairs Officer, College/ Division</td>
<td>Responsible for the direction of student services and student life programs for a college or major administrative division of a university.</td>
</tr>
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<td></td>
<td><strong>ACADEMIC ASSOC/ASST DEANS: 304010 - 304410.</strong> Persons with faculty status who report to and support the Dean in administration of an institutional program, which may be a school, college or department. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities. Do not report persons without faculty rank here.</td>
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<tr>
<td>304010</td>
<td>Assoc/Asst Dean, Agriculture</td>
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<tr>
<td>304020</td>
<td>Assoc/Asst Dean, Architecture/ Design</td>
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<tr>
<td>304030</td>
<td>Assoc/Asst Dean, Arts and Letters</td>
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<tr>
<td>304040</td>
<td>Assoc/Asst Dean, Arts and Sciences</td>
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<tr>
<td>304050</td>
<td>Assoc/Asst Dean, Biological &amp; Life Sciences</td>
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<tr>
<td>304060</td>
<td>Assoc/Asst Dean, Business</td>
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<tr>
<td>304070</td>
<td>Assoc/Asst Dean, Computer &amp; Info Sciences</td>
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<tr>
<td>304080</td>
<td>Assoc/Asst Dean, Continuing Education</td>
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<td>Code</td>
<td>Position Description</td>
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<tr>
<td>304090</td>
<td>Assoc/Asst Dean, Cooperative Extension</td>
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<tr>
<td>304100</td>
<td>Assoc/Asst Dean, Dentistry</td>
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<tr>
<td>304110</td>
<td>Assoc/Asst Dean, Divinity/Religion</td>
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<tr>
<td>304120</td>
<td>Assoc/Asst Dean, Education</td>
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<tr>
<td>304130</td>
<td>Assoc/Asst Dean, Engineering</td>
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<tr>
<td>304140</td>
<td>Assoc/Asst Dean, External Degree Programs</td>
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<tr>
<td>304150</td>
<td>Assoc/Asst Dean, Family/Consumer/Human Science</td>
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<tr>
<td>304160</td>
<td>Assoc/Asst Dean, Fine Arts</td>
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<tr>
<td>304170</td>
<td>Assoc/Asst Dean, Forestry &amp; Environmental Studies</td>
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<tr>
<td>304180</td>
<td>Assoc/Asst Dean, Govt/Public Affairs/Public Policy</td>
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<tr>
<td>304190</td>
<td>Assoc/Asst Dean, Graduate Programs</td>
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<tr>
<td>304200</td>
<td>Assoc/Asst Dean, Health-Related Professions</td>
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<tr>
<td>304210</td>
<td>Assoc/Asst Dean, Honors Program</td>
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<tr>
<td>304220</td>
<td>Assoc/Asst Dean, Humanities</td>
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<tr>
<td>304230</td>
<td>Assoc/Asst Dean, Instruction</td>
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<tr>
<td>304240</td>
<td>Assoc/Asst Dean, Communications/Journalism/Media (was Journalism &amp; Mass Communications)</td>
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<tr>
<td>304250</td>
<td>Assoc/Asst Dean, Law</td>
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<tr>
<td>304260</td>
<td>Assoc/Asst Dean Library Sciences</td>
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<tr>
<td>304270</td>
<td>Assoc/Asst Dean, Mathematics</td>
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<tr>
<td>304280</td>
<td>Assoc/Asst Dean, Medicine</td>
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<tr>
<td>304290</td>
<td>Assoc/Asst Dean, Music</td>
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<tr>
<td>304300</td>
<td>Assoc/Asst Dean, Nursing</td>
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<tr>
<td>304310</td>
<td>Assoc/Asst Dean, Occupational/Vocational Ed/Tech</td>
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<td>304320</td>
<td>Assoc/Asst Dean, Performing Arts</td>
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<tr>
<td>304330</td>
<td>Assoc/Asst Dean, Pharmacy</td>
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<tr>
<td>304350</td>
<td>Assoc/Asst Dean, Public Health</td>
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<tr>
<td>304360</td>
<td>Assoc/Asst Dean, Sciences</td>
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<tr>
<td>304370</td>
<td>Assoc/Asst Dean, Social Sciences</td>
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<tr>
<td>304380</td>
<td>Assoc/Asst Dean, Social Work</td>
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<tr>
<td>304390</td>
<td>Assoc/Asst Dean, Special Programs</td>
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<tr>
<td>304400</td>
<td>Assoc/Asst Dean, Undergraduate Programs</td>
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<tr>
<td>304410</td>
<td>Assoc/Asst Dean, Veterinary Medicine</td>
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