

Glossary of Helpful Terms

for UNCW New Employees

Use this glossary to become more familiar with important components of campus and its administration – including the UNC System, Board of Governors, Chancellor and more! Click the links below to jump to a specific section.

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Term

Description

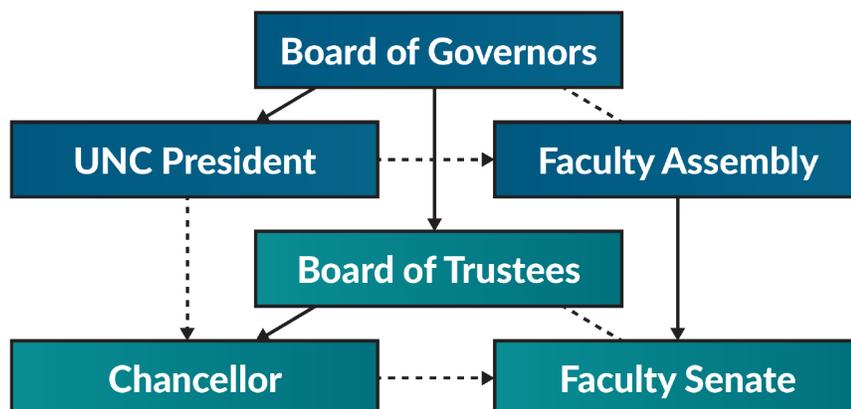
The UNC System

Sometimes referred to as “System Office,” the UNC System is composed of 17 campuses, each with a chancellor and a board of trustees. The [17 campuses](#) are responsible to a common [board of governors](#), who elect a [president](#) as chief administrative officer of the university.

Learn more at the UNC System website: www.northcarolina.edu

Board of Governors (BOG)

The UNC Board of Governors is composed of thirty-two voting members elected by the North Carolina General Assembly for four-year terms and also includes special non-voting members with varying terms such as former chairs of the Board, former governors and the president of the UNC Association of Student Governments (or that student's designee). Half of the Board is elected every two years. The BOG meets no fewer than six times per year by North Carolina statute. Members of the UNC Board of Governors and minutes of their meetings are listed on the [Board of Governors website](#).



Term

Description

Board of Governors (BOG) - Continued

In accordance with North Carolina General Statute GS 116-11 [1], the UNC Board of Governors is the policy-making body legally charged with determining, managing, and governing the affairs of all the constituent institutions in the UNC System. The duties of the BOG are described in Chapter II of The Code.

These duties include ensuring that financial resources are adequate for each institution's programs. The statute requires that the BOG submit a recommended budget for the university system and the constituent institutions to the Governor and the North Carolina General Assembly. These budgets prioritize:

- new programs,
- enrollment increases,
- and capital improvements.

The BOG is also responsible for setting tuition and fees and for dispersing funds among the seventeen constituent institutions.

Board of Trustees (BOT)

The Board of Trustees is the governing body for UNCW. It is composed of thirteen members, eight of whom are elected by the Board of Governors, four of whom are appointed by the Governor, and one of whom is the President of the Student Government Association, who serves ex officio as a voting member.

The President of the Faculty Senate, who is not a member of the Board of Trustees, is invited to meetings of the full board. All trustees, except the ex officio member, are appointed for four-year terms, and no one may serve more than two four-year terms in succession. No person may serve simultaneously as a member of the Board of Trustees and as a member of the Board of Governors, and members may generally not serve on other state appointed policy-making Boards.

UNCW's Board of Trustees holds at least four regular meetings a year and may hold such additional meetings as may be deemed desirable. There are several standing committees of the Board. The Board of Trustees promotes the sound development of the institution within the functions prescribed for it, advises the Board of Governors on matters pertaining to the institution, and serves as adviser to the Chancellor concerning the management and development of the institution. The Board of Trustees assumes any other powers and duties as defined and delegated to it by the Board of Governors.

Learn more about UNCW's Board of Trustees here: <https://uncw.edu/bot/>



UNCW's Current Board of Trustees

Term	Description
UNCW Divisions	UNCW comprises five divisions: Academic Affairs, Business Affairs, Chancellor's Division, Student Affairs, and University Advancement.
→ Academic Affairs	<p>The Division of Academic Affairs is headed by the Provost and Vice Chancellor for Academic Affairs. Academic Affairs encompasses all academic units, and the offices of Enrollment Management, and Office of the Arts.</p> <p>The Provost is responsible to the Chancellor for all matters related to academic affairs, including organized research, admissions, financial aid, records, and library services. In each of these areas the Provost has administrative responsibility for budgets, personnel, and programs.</p> <p>These responsibilities include budget development and management; personnel decisions including recommendations for reappointment, termination, promotions in rank, tenure, and salary increases; and the development and maintenance of appropriate programs.</p> <p>As the chief academic officer for the university, the Provost is responsible for the planning and development of both undergraduate and graduate programs, academic support areas, and facilities required to accommodate such programs. In collaboration with the academic deans, the Provost provides academic leadership for the university. The Provost also serves as the Chief Operating Officer (COO) for the university.</p> <p>Learn more: Academic Affairs Home</p>
→ Business Affairs	<p>The Division of Business Affairs is headed by the Vice Chancellor for Business Affairs. The Vice Chancellor for Business Affairs is the Chief Fiscal Officer (CFO) of the institution. As the head of the Business Affairs division, the Vice Chancellor is responsible for financial affairs, including capital management, receipts and disbursements, maintenance of financial records, and preparation of the biennial budget documents; physical resources, including buildings and grounds maintenance and capital improvements; security and safety services; campus communication services, auxiliary services, and a variety of other administrative/business functions.</p> <p>The Vice Chancellor is a liaison to the Business Affairs Committee of the Board of Trustees, the Endowment Board of Trustees, and the treasurer of the University Foundation. The main units under Business Affairs are Finance, Facilities, Business Services, Information Technology, and University Police.</p> <p>Learn more: Business Affairs Home</p>
→ Chancellor's Division	<p>The Chancellor's Division is headed by the Chancellor. The Chancellor is responsible for the strategic plan and mission of the university. The Chancellor works closely with his cabinet which includes the Chief of Staff, the Director of Athletics, the Associate Vice Chancellor for Human Resources, the Chief Diversity Officer, the Chief Communications Officer, the Vice Chancellor of Business Affairs, Vice Chancellor of Student Affairs, The Provost, the Vice Chancellor of Advancement, and his Assistant who also serves as the Assistant Secretary to the Board of Trustees.</p> <p>Learn more: Office of the Chancellor</p>

Term

Description

→ **Student Affairs**

The Division of Student Affairs is headed by the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs is responsible for the direction, administration, and oversight of student life and student services/development programs. The Vice Chancellor:

- is the spokesperson for student services and student needs, quality of life, and co-curriculum outside the classroom;
- is responsible for policy, long-range planning, budgeting, personnel, and leadership in the administration of student services/student development;
- and oversees the following departments which comprise the Division of Student Affairs:
 - Campus Recreation,
 - Career Center,
 - Center for Leadership Education and Service,
 - Counseling Services,
 - Dean of Students,
 - Development Officer,
 - Disability Services,
 - Housing and Residence Life,
 - Student Health Services,
 - Technology and Assessment,
 - University Learning Center,
 - and the University Union.

Learn more: [Student Affairs Home](#)

→ **University Advancement**

The Division of University Advancement is headed by the Vice Chancellor for University Advancement. The Vice Chancellor for University Advancement is the chief development officer of the institution. The Vice Chancellor

- is responsible to the Chancellor for the management and coordination of all private-sector fundraising, except athletics;
- supervises division personnel in the identification, cultivation, solicitation, and stewardship of all constituent groups including alumni, parents, friends, and faculty/staff;
- is responsible for alumni relations, special events, gift processing and receipting for all private gifts to the university, prospect research and management, annual giving programs, and planned giving services;
- serves as the liaison to the External Affairs Committee of the Board of Trustees and manages the university's Board of Visitors;
- and serves as Executive Director of the UNCW Foundation and as an ex officio member of the Board of Directors of the UNCW Alumni Association, both of which are separately incorporated organizations.

Learn more: [University Advancement Home](#)

Term

Description

Chancellor

The Chancellor is UNCW's chief executive officer (CEO). Each chancellor is nominated by the President of the UNC System, and elected by the NC Board of Governors (BOG). The President nominates from a list of not fewer than two names recommended by the institutional Board of Trustees. Specific procedures for the identification of candidates are established by the President and Board of Trustees.

Learn more about our current Chancellor here: www.uncw.edu/chancellor

Provost

The Provost heads the Division of Academic Affairs and serves as the chief operating officer (COO) for UNCW. The provost is responsible to the Chancellor for all matters related to academic affairs, including organized research, admissions, financial aid, records, and library services.

In each of these areas, the Provost has administrative responsibility for budgets, personnel, and programs. These responsibilities include budget development and management; personnel decisions including recommendations for reappointment, termination, promotions in rank, tenure, and salary increases; and the development and maintenance of appropriate programs.

As the chief academic officer for the university, the Provost is responsible for the planning and development of both undergraduate and graduate programs, academic support areas, and facilities required to accommodate such programs. In collaboration with the academic deans, the Provost provides academic leadership for the university.

Learn more about our current Provost here:
https://uncw.edu/aa/people/provosts_office.html

Cabinet

The Chancellor works closely with his cabinet, which includes:

- Chief of Staff
- Director of Athletics
- Associate Vice Chancellor for Human Resources
- Chief Diversity Officer
- Chief Communications Officer
- Vice Chancellor of Business Affairs
- Vice Chancellor of Student Affairs
- Provost
- Vice Chancellor of Advancement
- Assistant Secretary to the Board of Trustees.

Learn more about our current Cabinet members here:
<https://uncw.edu/chancellor/leadership.html>

Common Terms & Acronyms

850 Number	Personal 9-digit campus identification number that begins with the numbers 850 and is issued to each student, staff and faculty member
AA	Academic Affairs
Abrons	Abrons Student Health Center
AVC	Associate or Assistant Vice Chancellor
AiM	Online portal used by Facilities to maintain building, property, maintenance and mechanical work orders.
BA	Business Affairs
Banner	An administrative software application developed specifically for higher education institutions to maintain student, alumni, financial and personnel data
BIG	Brand Identify Guide
BOG	Board of Governors
BOT	Board of Trustees
CAB	Cultural Arts Building
Canvas	UNCW's online learning management system (LMS) for academic courses
CARE	Collaboration for Assault Response and Education
CAS	College of Arts and Sciences
Centro	Centro Hispano Cultural Center
CFCC	Cape Fear Community College
CHHS	College of Health and Human Services
CIE	Center for Innovation and Entrepreneurship
CL	Campus Life
CMS	Center for Marine Science
CRS	Campus Reservation System
CSB	Cameron School of Business
CTE	Center for Teaching Excellence
Divisions	The five divisions of UNCW (Academic Affairs, Business Affairs, Chancellor's, Student Affairs, University Advancement)
Dub	Nickname for UNCW or Wilmington
Dubs or Dubs Café	Dining Hall in the Warwick Center
EHS or EH&S	Environmental Health and Safety
eTEAL	Experiencing Transformative Education through Applied Learning
FERPA	The Family Educational Rights and Privacy Act; governs student education records and protects their personally identifiable information
FSC	Fisher Student Center
FUU or The Union	Fisher University Union
GA	North Carolina General Assembly
Hawks or Hawks Nest	Dining facility/food court in Fisher University Union
Hawk eNews	Weekly online student newsletter
HR Liaisons	Designated staff members who support HR initiatives and processes
HRL	Housing and Residence Life
IRP	Institutional Research and Planning

Common Terms & Acronyms *(continued)*

ITS	Information Technology Services
Leave keeping	System used to track staff leave balances (i.e. timekeeping system)
MARBIONC	Marine Biotechnology NC; works through CMS to complete research development of marine products and technologies
MySeaport	UNCW online portal to single-sign-on dashboard for students, faculty and staff
OAP	Online Accelerated Program
OIDI	Office of Institutional Diversity and Inclusion
OIP	Office of International Programs
OLLI	Osher Lifelong Learning Institute
Org Chart	Diagram that shows the structure of an organization and the relationships/relative ranks of its positions
OUR	Office of University Relations
PACS or P-Card	Purchasing Card
PAD	Photo Archive Database
Randall	Randall Library
SA	Student Affairs
SBTDC	Small Business and Technology Development Center
Seahawk Club	UNCW athletic fundraising group
SeaNet	Online portal for self-service Banner, including leave keeping and payroll records
SHAHS	School of Health and Applied Human Sciences
SHC	Student Health Center
SPARC	Sponsored Programs and Research Compliance
SRC	Student Recreation Center
SSRS	Portal for web reports pulled from Banner
Swain Center	Swain Center for Executive Education and Economic Development
SWOOP	Weekly online newsletter for faculty and staff
TAC	Technology Assistance Center
Teams	Microsoft Teams; a collaborative meeting tool for web conferencing, online meetings, messaging and document sharing
UA	University Advancement
U-Business	Portal for UNCW employees to access applications offered by Business Affairs
UC	University College
ULC	University Learning Center
UPD	University Police Department
Upperman	Upperman African American Cultural Center
US	University Studies
VC	Vice Chancellor
Wag	Wagoner Dining Hall
Wave	Public transit system for greater Wilmington area (ride free with campus ID)
WCE	Watson College of Education
WSRC	Women's Studies Resource Center
Zoom	Collaborative meeting tool for web conferencing, online meetings, and synchronous distance education classes