

This document describes a hierarchy for coding various levels of the NJIT administrative structure. The hierarchy currently includes the following three levels:

Executive Level / Division / Department

Definitions of each Level:

Executive Level - The eight broad areas of responsibility at the university include:

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| 01 - President's Area | 02 - Provost and Academic Affairs |
| 03 - Academic and Student Services | 04 - Senior Vice President for Administration and Treasurer |
| 05 - Vice President Human Resources | 06 - University Advancement |
| 07 - Senior Vice President Research Development | 09 - University Wide |

Division - A collection of departments within the university sharing a broad general purpose. The department heads normally report to a division head that is an individual at the Dean or Assistant/Associate Vice President level.

Department - A well-defined unit of activity or activities within the university with a common purpose, supervised by a single individual (department head). Department heads are usually at the level of Director or Chairperson or above.

Notes regarding departments:

Departments should be distinguished from cost centers. A cost center is a well-defined activity at the university for which the university wishes to segregate revenue and expense activity. Cost centers also correspond to FRS 6-digit subsidiary ledger accounts.

A department may have several cost centers associated with its activity; however, a cost center is associated with only a single department.

Some criteria that may be used to help identify an office or activity as a department within the context of this structure:

- a.) Are the activities or functions associated with this office at an "upper level" within the organization, and is there an individual responsible for these activities?
- b.) Individuals normally serve as department heads for a single department. They may, however, be responsible for several activities or functions. These activities or functions normally would be cost centers associated with the activities of the department.
- c.) Department heads normally have some line responsibility (which may or may not include personnel supervision) as opposed to performing a staff function for another department.

There are a number of systems on campus that use various coding schema to describe the university organizational structure. The goal of this process is to produce a single structure that would be used by all systems. A single structure will be necessary as the university integrates its computing systems. Campus systems currently using different structures include:

ADS - Alumni/Development System	Library System
FRS - Financial Records System	Special Services Mailing Lists
HRS - Human Resource System	Physical Plant Work orders
SIS - Student Information System	Telephone Directory
Computing Services VAX Account	Grant and Contract Services Reporting

The following pages detail the current organizational structure of the university.

Summary of Divisions And Departments by Executive Level

Executive Level - 01 President's Area - Altenkirch, R.**Division - 010 President's Area - Altenkirch, R.**

- 5010 Board of Trustees - Altenkirch, R.
- 5020 Office of the President - Altenkirch, R.
- 5050 Office of Web Services - Robertson, J.
- 5240 Institutional Research - Dees, P.

Division - 011 Office of the General Counsel - Stern, H.

- 5310 Office of the General Counsel - Stern, H.

Executive Level - 02 Provost and Academic Affairs - Nelson, P.**Division - 020 Provost and Senior Vice President for Academic Affairs - Nelson, P.**

- 150 Materials Science and Engineering Program - Tyson, T.
- 3010 Graduate Studies - Kane, R.
- 3310 Van Houten Library - Sweeney, R.
- 4100 International Students and Faculty Office - Grundy, J.
- 4170 C. Murray Women's Center - Steffen-Fluhr, N.
- 5030 Office of the Provost & Sr. VP for Academic Affairs - Nelson, P.

Division - 021 College of Computing Sciences - Gehani, N.

- 50 Computer Science - Baltrush, M.
- 550 Information Systems - Bieber, M. (Acting)
- 650 Information Technology - McHugh, J.
- 3080 Office of the Dean - CCS - Gehani, N.

Division - 022 Information Services & Technology - Ullman, D.

- 3210 Computing Services - Ullman, D.
- 3220 University Information Systems - Ullman, D.
- 3230 University Computing Systems - Byron, K.
- 3240 Academic Computing - Ullman, D.
- 3250 Computer Operations and Production Control - Ullman, D.
- 5300 Telecommunications and Networking - Teklinski, P.

Division - 025 Newark College of Engineering - Schuring, J. (Acting)

- 40 Civil & Environmental Engineering - Konon, W.
- 60 Electrical and Computer Engineering - Dhawan, A.

- 80 Chemical Engineering - Barat, R.
- 110 Mechanical Engineering - Van Buskirk, W. (Acting)
- 250 Engineering Science - Hunter, W.
- 260 Industrial and Manufacturing Engineering - Bladikas, A.
- 310 Bio-Medical Engineering - Hunter, W.
- 350 Engineering Technology - English, R.
- 420 Sponsored Chair: Membrane Separations & Biotechnology - Sirkar, K.
- 750 National Center for Transportation and Industrial Productivity - Spasovic, L.
- 850 Interdisciplinary Program on Transportation - Bladikas, A.
- 3020 Office of the Dean - NCE - Schuring, J. (Acting)
- 8070 Polymer Engineering Center - Xanthos, M.

Division - 026 College of Science and Liberal Arts - Deek, F.

- 10 Aerospace Studies - Petrillo, D.
- 20 Chemistry and Environmental Science - Mitra, S. (Acting)
- 100 Mathematics - Ahluwalia, D.
- 140 Physics - Gary, D.
- 170 Humanities - Lynch, R.
- 190 Federated History - Sher, R.
- 270 Nursing - Lynch, R.
- 340 Drama/Theater - Deek, F.
- 670 Foundation Chair: Mathematics - Kriegsmann, G.
- 3050 Office of the Dean - CSLA - Deek, F.

Division - 027 School of Architecture - Gauchat, U.

- 380 NJ School of Architecture - Gauchat, U.
- 450 Center for Architecture and Building Science - Evans, D.
- 3030 Office of the Dean - SOA - Gauchat, U.

Division - 028 School of Management - Hawk, D.

- 460 Foundation Prof: Management Technology - Chakrabarti, A.
- 3070 Office of the Dean - SOM - Hawk, D.
- 3200 School of Management - Hawk, D.

Executive Level - 03 Academic and Student Services - Bloom, J.

Division - 029 Albert A. Dorman Honors College - Bloom, J.

- 3060 Albert A. Dorman Honors College - Bloom, J.

Division - 030 Vice President for Academic Support Program Area - Bloom, J.

- 4110 Intercollegiate Athletics - Kaplan, L.

- 4140 Physical Education - Kaplan, L.
- 4150 Educational Opportunity Program - Howell, T.
- 5290 Vice President for Academic Support Programs - Bloom, J.
- 8080 Pre-College Consortium - Jackson, J.

Division - 031 Enrollment Services - Kelly, K.

- 4020 Registrar - Thompson, J.
- 4030 University Admissions - Kelly, K.
- 4040 Student Financial Aid Services - Nunez, I. (Acting)

Division - 032 Student Services - Gentul, J.

- 900 Learning Center - Boger, M.
- 4010 Office of the Dean - Student Services - Gentul, J.
- 4050 Health Services - Davis, B.
- 4070 Counseling Center - Bolling, P.
- 4080 Campus Center - Thomas, L.
- 9100 Residence Life - Riker, L.
- 9340 Student Pub - Minnich, D.

Division - 033 Pre-College Programs - Kimmel, H.

- 3600 Pre-College Programs - Kimmel, H.
- 9040 Upward Bound - McCloud, H.

Division - 034 Career Development Services - Mass, G.

- 3410 Cooperative Education, Internships, and Student Employment - Mass, G.
- 3430 Community and Public Service - Mass, G.
- 3460 Career Development Services - Administration - Mass, G.
- 3470 Alumni Career Services - Mass, G.
- 4060 Career Planning and Placement - Mass, G.

Division - 035 Continuing Professional Education - Spak, G.

- 2010 Continuing Education - Spak, G.
- 2020 C.P.E. Administration - Spak, G.
- 3110 Instructional Technology & Media Services - Reynolds, W.
- 3480 Extended Learning Delivery - Schreihof, E.

Executive Level - 04 Senior Vice President for Administration and Treasurer - Mauermeyer, H.

Division - 040 Senior Vice President for Administration and Treasurer - Mauermeyer, H.

- 5040 Senior Vice President for Administration and Treasurer - Mauermeyer, H.
- 5080 University Budgeting - Bishof, E.
- 5090 University Auditor - Blount-Fenney, A.

- 5100 Purchasing - Regencio, E.
- 5190 Facilities Management - Tartaglia, J.
- 5200 Associate Treasurer - Tworischuk, N.
- 6070 Health and Environmental Safety - Van Houten, N.
- 8030 NJ Higher Education Network - Laskaris, G.
- 9020 Bookstore - Mauermeyer, H.

Division - 041 AVP Finance and Controller - Garcia, W.

- 5110 Office of Finance & Controller - Garcia, W.
- 5400 Payroll Office - Scott, P.
- 5410 Bursar's Office - Agramonte, A.
- 5420 General Accounting - Schneiderman, J.
- 5430 Accounts Payable - Nieves, C.
- 5450 Grant and Contract Accounting - Eng, N.

Division - 042 Facilities Management - Tartaglia, J.

- 5140 Office Services - Cook, A.
- 5210 Public Safety and Security - Kirk, M.
- 6010 Physical Plant Administration - Tartaglia, J.
- 6080 Security I.D. and Parking Systems - Gjini, R.
- 6120 Materials Management/Vehicles - Freeman, W.
- 6320 Building Services - Cook, A.
- 6340 Technical Services - Shapiro, B.

Executive Level - 05 Vice President Human Resources - Johnson, T.

Division - 014 Human Resources - Johnson, T.

- 5070 VP Human Resources - Johnson, T.
- 5120 Human Resources - Johnson, T.
- 5270 Compliance and Community Relations - Johnson, T.

Executive Level - 06 University Advancement - Dees, C.

Division - 060 Vice President University Advancement - Dees, C.

- 5130 University Advancement - Dees, C.
- 5150 Alumni Relations - Boynton, R.
- 5180 University Communications - Llewellyn, J.
- 5330 Special Events - Ruiz, E.

Executive Level - 07 Senior Vice President Research & Development - Sebastian, D.

Division - 023 Center for Environmental Engineering and Science - Watts, D.

- 9200 Hazardous Substance Management. Research Center - Watts, D.

- 9210 Northeast Hazardous Substance Research Center/EPA - Watts, D.
- 9230 York Center for Environmental Engineering and Science - Watts, D.

Division - 024 Senior Vice President Research & Development - Sebastian, D.

- 180 Center for Manufacturing Systems - Chaneski, W.
- 490 Microelectronics Fabrication Center - Ivanov, D.
- 1020 Sponsored Programs - Sebastian, D.
- 3260 Homeland Security Center - Sebastian, D.
- 3270 Senior Vice President Research & Development - Sebastian, D.
- 3280 Associate Provost - Information Resource Development - Terry, T.
- 5360 Office of Intellectual Property Development - Sheft, J.
- 8040 Manufacturing Extension Program - Loderstadt, W.
- 8050 North Jersey Transportation Planning Authority - Weiner, J.
- 8060 Center for Information Age Technology - Darer, M.
- 8090 Defense Procurement - Chaplin, D.
- 8100 Center for Solar Research - Goode, P.

Division - 070 Economic Development - Sebastian, D.

- 9320 Enterprise Development Center - Sheft, J.

Executive Level - 09 University Wide - Mauermeyer, H.

Division - 090 University Wide - Mauermeyer, H.

- 90 University Wide - Mauermeyer, H.