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## Directory of Records – General

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### Office - Office of the Vice President Academic

#### Description of the Mandate and Function:

The VPA is responsible for all academic activities at the University. The VPA oversees the following –

Office of the Vice President Academic

Student and Academic Services

- Learning Services Tutorial
- Centre for Learning Accreditation
- Student and Academic Web Services
- Office of the Registrar
- Library and Scholarly Resources
- Learner Support Services

Research Centre

Faculty of Business

Faculty of Health Disciplines

Faculty of Humanities and Social Sciences

Faculty of Graduate Studies

Centre for Distance Education

Centre for Work Indigenous Knowledge and Research

Centre for Learning and Design

Institutional Studies

#### General Classes or Types of Information:

- General Correspondence
- Human Resources Files
- Financial Files
- Reports
- Email Correspondence
- Student and Academic Services
- Agendas, Minutes (and attachments)

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#### PIB Titles:

- General Correspondence
- Human Resources
- Finance
- Reports
- Email Correspondence
- Student and Academic Services
- Agreements
- Contracts for Service

**Copies of Records Located:**

Office of the Vice President Academic, computers and AU Archives office

**Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

- Comprehensive Institutional Plan
- Comprehensive Institutional Plan Guidelines
- Academic Plan
- Business Plan
- International Plan
- Strategic Communication Plan
- Strategic Enrollment Plan
- Strategic University Plan
- University Research Plan
- AU Policies and Procedures
- Copyright Act
- Post Secondary Learning Act
- AU Services Standards
- AU Research Ethics
- Office of the University Secretariat Governance

**Remarks:**