



AMERICAN
UNIVERSITY
WASHINGTON, D C

MEMORANDUM

December 17, 2014

TO: AU Faculty and Staff

FROM: Violeta T. Ettle, Vice Provost for Academic Administration

RE: Charles (Doug) McKenna, Jr., University Registrar

I am pleased to announce the appointment of Charles (Doug) McKenna, Jr. as University Registrar, effective January 5, 2015. In this position, he will lead and manage the Office of the University Registrar and have responsibility for the office's four functional units: student records services; catalog and curriculum; student information systems; and operations & student services.

The University Registrar will work collaboratively with the institution's senior administrative team to achieve strategic goals related to student success, ensure compliance with the university's academic regulations, protect the accuracy and integrity of students' academic records, and guarantee the perpetual retention of all academic records.

Prior to coming to AU, Doug McKenna was Associate Registrar for Degree Audits at George Washington University. There he served as project manager and successfully launched the online advising and degree audit system. He also previously served as an Associate Registrar for Degree Certification Services at Michigan State University and as Assistant Registrar at the University of Notre Dame.

Doug McKenna holds a MA in higher, adult, and lifelong education from Michigan State University- Lansing and a BA in English from the University of Notre Dame.

Please welcome Doug McKenna as a new member of our academic leadership team and the AU community.



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November 26, 2014

Dear Colleagues:

I am very pleased to announce that our search for a University Registrar successfully closed last night. I extended the offer to Doug McKenna which he accepted. He will start working at AU on Monday, January 5, 2015.

I would like to extend my sincere thanks and appreciation to all of you for your diligence and thoughtful evaluation of the candidates that brought forward two excellent finalists. Many thanks, likewise, to Tony Broh for the outstanding care in screening the candidates' pool and the detailed assessment reports for the semi-finalists, the finalists and the reference check reports. I would also like to thank my assistant, Lucy Ruiz, for the excellent handling of all the logistics with the search committee and the candidates' visits to campus.

This was truly an outstanding team effort that ended successfully and on time. The Provost and I look forward to your support in the University Registrar transition.

A more formal announcement about Doug's appointment will be sent to the campus community in December.

I wish everyone a HAPPY THANKSGIVING!

Best regards,

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