SENIOR ADMINISTRATORS: DUTIES AND RESPONSIBILITIES

September 20, 1999

1. GENERAL INFORMATION

1.1 The chief executive officer of Texas A&M University-Corpus Christi is the President. The President is appointed by the Board of Regents of the Texas A&M University System on the recommendation of the Chancellor, and serves under the direction of the Chancellor. The responsibilities and duties of the President are defined in System Policy 02.05, Presidents of Component Universities.

1.2 Reporting directly to the President are the Provost and Vice President for Academic Affairs, the Executive Vice President for Finance and Administration, the Vice President for Institutional Advancement, the Vice President for Student Affairs, the Associate Vice President for Planning and Institutional Effectiveness, the Director of Athletics, and the Director of the South Texas Institute for the Arts.

2. PRESIDENT

2.1 As stated in System Policy 02.05, the President has the following duties and responsibilities and such others as may be duly delegated by the Chancellor or the Board of Regents:

2.1.1 Duties

Subject to, and under the general authority of the Chancellor, the President shall:

- Administer the total program of the institution. Recommend to the Chancellor and Board the appropriate goals, purposes, and role and scope for the university.

- Recommend an organizational structure necessary to implement the university's purpose and mission and recommend the establishment of appropriate administrative offices.

- Recommend to the Chancellor the appointment of all personnel requiring appointment by the Board of Regents.

- Conduct regular periodic evaluations of each administrative officer.

- Coordinate the planning, development and operation of all activities and programs of the university.
• Develop legislative budget requests and submit to the Chancellor for recommendation and action by the Board of Regents.

• Develop annual budgets for operation and construction and submit to the Chancellor for recommendation and action by the Board of Regents.

• Administer the business and financial management of the university. The management function includes, but is not limited to, budget preparation and implementation, financial and property accounting, the auditing of all expenditures and bills presented for payment, and the preparation of such financial reports as may be required.

• Develop procedures and standards for personnel administration, including those for employment, wage and salary administration, pay plans and classification, termination and conditions of employment in conformity with policies, practices and procedures of the System.

• Provide for the operation and maintenance of the physical plant, the purchase of supplies and equipment, and the maintenance of appropriate inventories and records of real and personal properties under the jurisdiction of the university.

• Explain System policy to the staff and explain the university's program needs to the Chancellor.

• Serve as the institutional representative with appropriate former student associations and any institutionally related functions.

2.1.2 Administrative Responsibilities

The President shall provide for the following administrative functions within the structure of the major administrative unit:

• General supervision of all personnel employed by or assigned to the institution.

• General supervision of all student programs and services. Such supervision includes, but is not limited to, recruitment of students, admissions, registration and records, academic advising, counseling, housing, scholarships and financial aid, student activities and services, placement, foreign students and the evaluation and certification of academic credit from other institutions.
• Development and dissemination of information concerning programs and accomplishments.

• Maintenance of a current rules manual for the institution.

2.2  To assist the President in the implementation of the above duties and responsibilities, the university is subdivided into four major administrative divisions: Academic Affairs, Financial Affairs, Institutional Advancement, and Student Affairs. These divisions are administered respectively by the Provost and Vice President for Academic Affairs, the Executive Vice President for Finance and Administration, the Vice President for Institutional Advancement, and the Vice President for Student Affairs. Assisting the President in planning and in the oversight of institutional effectiveness is the Associate Vice President for Planning and Institutional Effectiveness. Assisting the President in the oversight of athletics is the Director of Athletics. Also reporting to the President is the Director of the South Texas Institute for the Arts. The Director is the chief operating officer for the institute, an entity affiliated with the university.

2.3  The President's Cabinet is responsible for decisions related to administrative services or changes in the present system of administrative management. The Council consists of the President, the Provost and Vice President for Academic Affairs, the Executive Vice President for Finance and Administration, the Vice President for Institutional Advancement, the Vice President for Student Affairs, the Associate Vice President for Planning and Institutional Effectiveness, and others who may be appointed by the President.

3.  PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Provost and Vice President for Academic Affairs is the chief academic officer of the university. In the absence of the President, the duties, responsibilities and powers of the President shall be exercised by the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs exercises, under the direction of the President, general executive responsibilities in connection with the educational programs of the university. Specific responsibilities of the position include the following:

• Coordinate the university's instructional, research and public service programs.

• Review and approve recommendations of component administrators with respect to appointments, promotions, terminations, leaves of absence and salaries.

• Review and approve recommendations of component administrators with respect to the preparation of the annual academic budget and any special budget requests.