• 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.