



Angelo State University Operating Policy and Procedure

OP 01.03: Organization of Angelo State University

ORIGIN

DATE: September 1, 2007

LAST

REVIEW: January 4, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to present the organization of Angelo State University. This is required as a part of any university's operation by the Southern Association of Colleges and Schools (SACS). The organization chart presents visually the organization of Angelo State University.

REVIEW: This OP will be reviewed in June of each year by the president.

POLICY/PROCEDURE

1. Authority

- a. The Legislature in Section 109A.001 of the Texas Education Code, delegates to the Board of Regents the power and authority to govern, control, and direct the policies of Angelo State University.
- b. Section 109.23 of the Education Code directs the Board of Regents to "provide a chief executive officer, who shall devote his attention to the executive management of the university and who shall be directly accountable to the board."
- c. Section 02.04.1, *Regents' Rules*, provides that "the president of each component institution of the TTU system is the chief executive officer of that institution...."

2. Board of Regents

Angelo State University is governed by a Board of Regents whose nine members are appointed to six-year terms by the governor of the state of Texas; the terms of office of three Regents expire every two years. The Board is legally responsible for the establishment and control of the university's policies.

3. Chancellor

*Section 02.01, *Regents' Rules*

The chancellor is responsible for the management and operation of the TTU system administration and component institutions under the direction of the board. The chancellor is the chief executive officer of the TTU system. The chancellor reports to and is responsible to

the Board. The chancellor has direct responsibility for all aspects of the TTU system operations.

4. President

The president is the chief executive officer of the university and is appointed by the chancellor with the prior approval of the board. Within the policies and regulations of the board and under the supervision and direction of the chancellor, the president has general authority and responsibility for the administration of the university. The president also confers all degrees upon recommendation of the faculty and under authority vested by the Regents.

The president is assisted by the following:

- a. The provost and vice president for academic affairs who oversees the educational programs of the university;
- b. The vice president for development and alumni relations who oversees the primary vehicle for developing voluntary private support for the university and is responsible for alumni relations.
- c. The vice president for finance and administration who is responsible for all fiscal operations and human resources services of the university;
- d. The vice president for student affairs and enrollment management who is responsible for enrollment management and concerned with the general welfare of the students.
- e. The senior executive assistant to the president and assistant to the president for multicultural initiatives who assists the president in various administrative responsibilities and is concerned with increasing the overall diversity of the university.
- f. The athletic director who oversees the intercollegiate athletic activities of the university.
- g. The director for communications and marketing who is responsible for telling the ASU story.
- h. The director of the Center for Security Studies oversees the Department of Defense grant which was awarded to Angelo State University for cross cultural education programs to benefit the nation's security.

5. Provost and Vice President for Academic Affairs

The provost and vice president for academic affairs is responsible for the academic and research administration of the four undergraduate colleges and the College of Graduate Studies. The deans of these colleges report directly to the provost and vice president for academic affairs as does the vice provost for academic affairs. The provost and vice president for academic affairs also has responsibility for supervising the operation of the Center for Academic Excellence, Center for Innovation in Teaching and Research, Center for International Studies, Honors Program, Institutional Planning, Policy and Effectiveness, Institutional Research and Accountability, Porter Henderson Library, and Quality

Enhancement Plan. The Academic Deans' Council, of which the provost is chair, advises the provost on matters related to academic affairs.

The Office of the Provost and Vice President for Academic Affairs is the focal point for development of recommendations to the president regarding academic policy, including personnel policies affecting faculty. The provost and vice president for academic affairs makes recommendations regarding the allocation of available academic resources, monitors faculty workload, and is responsible for the coordination of faculty recruitment and development. The provost and vice president for academic affairs requests and reviews recommendations of the academic deans regarding appointments, salary increments, and terminations of faculty and academic staff and transmits them to the president with the provost's recommendations. The provost and vice president for academic affairs receives recommendations on the tenure and promotion of faculty from the University Committee on Tenure and Promotion, and forwards these applications along with the provost's recommendation to the president. The provost certifies the completion of degree requirements at the undergraduate and graduate levels on the recommendations of the respective academic deans. The provost is responsible for the coordination of all academic matters with the Texas Higher Education Coordinating Board.

The provost and vice president for academic affairs is responsible for the coordination of academic planning, review of all proposed curriculum changes, and proper implementation and evaluation of approved academic programs. The provost also conducts special studies on academic matters, compiles reports as requested by the president, and is responsible for supervising the preparation of the *University Catalog*.

The provost and vice president for academic affairs is responsible for annually evaluating the academic deans and other academic administrative personnel and for advising the president on such evaluations.

6. Vice President for Development and Alumni Relations

The vice president for development and alumni relations oversees all fundraising for the university including annual campaigns, major and planned gifts and corporate and foundation support. The vice president for development and alumni relations is responsible for the operation of alumni relations.

7. Vice President for Finance and Administration

The vice president for finance and administration is responsible for the general financial operation of the institution, including accounting and fiscal records, preparation of the university budget and the biennial legislative appropriation request, and institutional budget control. The vice president for finance and administration assists the president in administering university monies and properties, supervising investments, coordinating the issuance of bonds, supervising contractual relationships, arranging the acquisition of properties, and representing the university in the institution's financial relations with the State of Texas and other governmental agencies and organizations. The vice president for finance and administration also has responsibility for supervising the operation of the Budget Office, Business Services, Controller's Office, Information Technology, Office of Human Resources, Environmental, Health, Safety and Risk Management, Facilities Management, Facilities Planning and Construction, Materials Management, Special Projects, and the University Police.

8. Vice President for Student Affairs and Enrollment Management

The vice president for student affairs and enrollment management manages, supervises, and directs the following areas and activities: Student Life and Student Services, Student Involvement, Counseling Services, Career Development, Housing and Residential Programs, Student Government, University Recreation and Intramurals, Enrollment Management, Financial Aid, Admissions and the Registrar's Office.

9. Senior Executive Assistant to the President and Assistant to the President for Multicultural Initiatives

The senior executive assistant to the president and assistant to the president for multicultural initiatives assists the president in carrying out the various administrative responsibilities of the president and is concerned with increasing the overall diversity of the student population through the Multicultural Center.

10. Athletic Director

The athletic director manages, supervises, and directs the intercollegiate athletic programs at the university.

11. Director of Communications and Marketing

The director of communications and marketing oversees a variety of communications and marketing strategies to promote the mission, programs, activities, and educational experiences of the university. The director of communications and marketing also has responsibility for supervising community relations and sports information.

12. Director of Security Studies

The director of security studies oversees the Center for Security Studies which is designed to expand activities in education and training, research, and policy analysis as they relate to international security and intelligence studies.

Attachment: [Angelo State University Administrative Organization](#)