[Major revisions: October 20, 2016]

Angelo State University
Operating Policy and Procedure

OP 01.03: **Organization of Angelo State University**

DATE: October 20, 2016

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, or as needed, by the president.

POLICY/PROCEDURE

1. Authority

a. The Legislature in Section 109A.001 and Section 51.352 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 109.004 of the *Texas Education Code* requires 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 for the conduct of the university." The board, when required by law to be the governing body of any other state educational institution or facility, shall also direct the chief executive officer to be directly responsible for the executive management of that other institution or facility."

c. Chapter 02, 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 and reports to and is responsible to the chancellor; but the component institution president shall have access to the board, and the board shall have access to the component institution president."

2. Board of Regents

Chapter 01, *Regents' Rules*

Angelo State University is governed by a Board of Regents composed of nine members appointed by the governor with advice and consent of the senate for staggered terms of six years each, the term of three members expiring on January 31 of odd–numbered years.

3. Chancellor

Chapter 02, *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. Except as specifically provided otherwise in the *Regents'* Rules, 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 Board of Regents with a recommendation from the chancellor. The president has general authority and responsibility for the administration of the university. Specifics of the president's responsibilities are listed in Chapter 02, Administration, Section 02.04, *Regents' Rules*. The president also confers all degrees upon recommendation of the faculty and under authority vested by the Regents.

It is the policy of the president to delegate specified authority to selected senior level administrators in order to facilitate the management of the university while still retaining the responsibility and accountability vested in the president.

These administrators may make further delegation to heads of activities under their jurisdiction; however, an individual to whom the president has delegated authority is still primarily responsible, irrespective of any further delegation by the administrator to subordinate officers.

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 finance and administration, who is responsible for all fiscal operations and human resources services of the university;

c. The vice president for student affairs and enrollment management, who is responsible for enrollment management and concerned with the general welfare of the students.

d. The senior executive assistant to the president and general counsel, who assists the president in various administrative responsibilities and provides legal advice to the university.

e. The executive director of development and alumni relations, who oversees the primary vehicle for developing voluntary private support for the university and responsible for alumni relations.

f. The athletic director, who oversees the intercollegiate athletic activities of the university.

g. The director of communications and marketing, who oversees a variety of communications and marketing strategies to promote the mission, programs, activities, and educational experiences of the university.

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 five undergraduate colleges, the Freshman College, and the College of Graduate Studies. The deans of these colleges report directly to the provost and vice president 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 Community Engagement, Center for International Studies, Kay Bailey Hutchison Center for Security Studies, Honors Program, Office of Accountability, Porter Henderson Library, and Registrar's Office. 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 respective college committees on tenure and promotion, and forwards the provost's recommendation to the president. 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.

The provost and vice president for academic affairs certifies the completion of degree requirements at the undergraduate and graduate levels on the recommendations of the respective academic deans.

6. 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 Athletic Business Manager Office, Budget and Payroll Services, 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, and the University Police.

7. Vice President for Student Affairs and Enrollment Management

The vice president for student affairs and enrollment management is responsible for admissions and enrollment initiatives. The vice president for student affairs and enrollment management manages, supervises, and directs the following areas and activities: Enrollment Management, HSI Grants, Student Affairs, Admissions, Affiliated Military and Veterans Benefits/Services, Career Development, Counseling Services, Enrollment Management Operations and Communications, Financial Aid, Housing and Residential Programs, Multicultural and Student Activities Programs, Scholarship Programs, Student Conduct, Student Disability Services, Student Government, Student Life, Title IX Compliance, and University Recreation.

8. Senior Executive Assistant to the President and General Counsel

The senior executive assistant to the president and general counsel assists the president in carrying out the various administrative responsibilities of the president.

9. Executive Director of Development and Alumni Relations

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

10. Athletic Director

The athletic director manages, supervises, and directs the intercollegiate athletic programs- and the Athletic Communications Office at the university.

11. Director of Communications and Marketing

The director of communications and marketing oversees the facilitation of communications to the internal university community. The director of communications and marketing also supports community relations partnerships that build advocacy for the university.

Attachment: *Angelo State University Administrative Organization*