



Handbook of Operating Procedures

Section: 3.3.1
Originally Approved: 10/05/1990
Last Amended: 10/30/2006
Last Reviewed: 07/18/2005
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ADMINISTRATIVE AUTHORITY AND RESPONSIBILITY OF THE PRESIDENT

A. Purpose

The following describes the authority and responsibility of the President of The University of Texas-Pan American and the President's relationship to The University of Texas System Administration and to the Executive Vice Chancellor for Academic Affairs. For additional information, refer to The University of Texas System Board of Regents' *Rules and Regulations*, [Series 20201](#).

B. Selection of the Chief Administrative Officer (President)

The Board of Regents selects the President. The procedure for selection of the President is in accordance with the Regents' *Rules and Regulations*, [Series 20201, Section 1](#).

C. General Authority and Responsibility of the President

1. The President reports to and is responsible to the Executive Vice Chancellor for Academic Affairs, and serves without fixed term, subject to the pleasure of the Executive Vice Chancellor for Academic Affairs and approval by the Chancellor and the Board of Regents. The President has access to the Chancellor and is expected to consult with the Executive Vice Chancellor for Academic Affairs and the Chancellor on significant issues as needed.
2. Within the policies and regulations of the Board of Regents, and under the supervision and direction of the Executive Vice Chancellor for Academic Affairs, the President has general authority and responsibility for the administration of the University. Specifically, the President is expected, with the appropriate participation of the faculty and staff to:
 - a. Develop and administer plans and policies for the program, organization, and operation of the University.
 - b. Interpret the System policy to the faculty and staff, and interpret the University's programs and needs to the System Administration and to the public.
 - c. Develop and administer policies relating to students.
 - d. Recommend appropriate operating budgets and supervise expenditures under approved budgets.



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- e. Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend faculty and staff members for promotion, retention, or dismissal for cause.
- f. Ensure efficient management of business affairs and physical property; recommend additions and alterations to the physical plant.
- g. Serve as presiding officer at official meetings of faculty and staff of the University, and as *ex officio* member of the faculty.
- h. Appoint, or establish procedures for the appointment of, all faculty, staff, and student committees.
- i. Cause to be prepared and submitted to the Executive Vice Chancellor for Academic Affairs and the Vice Chancellor and General Counsel for approval, the rules and regulations for the governance of the University and any related amendments. Such rules and regulations shall constitute the *Handbook of Operating Procedures* for The University of Texas-Pan American. Any rule or regulation in the University [Handbook of Operating Procedures](#) that is in conflict with any rule or regulation in the [Regents' Rules and Regulations](#), is null and void and has no effect. Input from the faculty, staff, and student governance bodies for the University will be sought for all significant changes to the University's *Handbook of Operating Procedures*.
- j. Assume initiative in developing long-range plans for the program and physical facilities of the University.
- k. Assume active leadership in developing private fund support for the University in accordance with policies and procedures established in the Regents' [Rules and Regulations](#).
- l. Exercise appropriate administrative and fiscal control over the University intercollegiate athletics program.
- m. Develop and implement plans and policies to ensure that the University remains in compliance with any accreditation requirements appropriate to the University or its programs, including for Student Health Services, the accreditation of hospitals, clinics, and patient-care facilities.



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- n. Evaluate vice presidents and deans subject to the requirements of Regents' *Rules Series 31101 Section 3*, *Series 31102*, and *Handbook of Operating Procedures Section 6.2.9*.

D. Authority Delegated to the President: Appointment of Other Officers and Staff

1. The Board of Regents delegates to the Chancellor and the Executive Vice Chancellor for Academic Affairs and they, in turn, delegate to the President the responsibility for the appointment and dismissal of all other administrative officers of the University, including Vice Presidents, and Deans. However, prior approval of the Executive Vice Chancellor for Academic Affairs shall be necessary for each such permanent or acting appointment and for each such dismissal whether from a permanent or acting appointment. All such other administrative officers serve without fixed terms and subject to the pleasure of the President and the aforesaid approval of the Executive Vice Chancellor.
2. The Board of Regents delegates to the Chancellor and the Executive Vice Chancellor for Academic Affairs and they, in turn, delegate to the President the responsibility for the permanent or acting appointment of department chairs, department heads, and their equivalents. Such department chairs and their equivalents serve without fixed terms and subject to the pleasure of the President.
3. The President is expected, as he or she deems appropriate, to consult in the selection process with the representatives of the faculty, staff, and student body. However, the President is responsible for executing the duties of the office and consequently shall not be bound by nominations to the administrative positions by campus selection committees.

E. Review

This policy shall be reviewed every five years by the President.