



Administrative Officers

Purpose

The purpose of this policy is to define the delegated authority, responsibilities, and organizational reporting structure for the university's president and their executive organization.

Persons Affected

This policy applies to all university employees.

Definitions

None.

Policy

Stephen F. Austin State University executes its degree granting and management authority through officers of administration as delegated by The University of Texas System ("UT System") Board of Regents' Rules 20102 and 20201.

The UT System Board of Regents ("Board") is the governing body for the UT System and is composed of nine members appointed by the Governor and confirmed by the Senate. The chief administrative officer of the university is the president who has the responsibility of articulating the mission and values of the university. Regents Rule 20201 states that the president has the authority and responsibility to administer and execute institutional policies as developed by the Board. Further, Regents Rule 20102 delegates to the president the responsibility for the appointment and dismissal of administrative officers of the university, with certain appointments and dismissals subject to prior approval by the executive vice chancellor for academic affairs.

Procedures

Executive Administrative Officers

A. President

The president is the chief administrative officer of the university and has the ultimate responsibility for, and exercises appropriate control over, the institutions' educational, administrative, and fiscal programs and services. The president's duties and responsibilities are set out in Regents Rule 20201.

B. Provost and Executive Vice President for Academic Affairs (Provost)

The provost is the chief academic officer at the university and is ultimately responsible for academic affairs. The provost reports directly to the president and is a member of the president's cabinet. As a member of the president's cabinet, the provost provides the president with guidance and leadership for all of the university's academic community. The provost is responsible for overseeing the academic colleges managed by the dean of



each college. The provost is charged with ensuring the quality of academic programs and supporting the hiring of faculty.

C. Vice President of Enrollment Management (VPEM)

The VPEM reports to the president and is a member of the president's cabinet. The VPEM is responsible for overseeing admissions, retention, registration, and financial aid to and for the university.

D. Vice President of Finance and Administration (VPFA)

The VPFA serves as the chief financial officer for the university, reports to the president, and is a member of the president's cabinet. The VPFA manages the university's annual budget in concert with the president and their cabinet and is responsible for operating and capital budget planning, proactively managing the university's fiscal resources, and for developing a long-term sustainable economic model that ensures the viability of the university. The VPFA oversees the areas of budget, business services, environmental health and risk management, facilities, police and traffic, procurement and property services, and human resources.

E. Vice President and General Counsel (VPGC)

The VPGC serves as the chief legal officer for the university, reports to the president, and is a member of the president's cabinet. The VPGC provides legal advice and counsel the president and other university officials on a variety of issues, and advises on all applicable laws, rules, regulations, policies, and procedures. The VPGC coordinates the university's response to lawsuits, various claims and demands, settlement proposals, government agency filings and subpoenas, legally reviews policies in the university's Handbook of Operating Procedures, and legally reviews contracts and agreements. The VPGC also serves as the university's ethics officer and public information officer.

F. Vice President of Student Affairs (VPSA)

The VPSA reports to the president and is a member of the president's cabinet. The VPSA is responsible for overseeing student affairs, campus living, dining, auxiliary enterprises, and student life for the university.

G. Vice President of University Advancement (VPUA)

The VPUA reports to the president and is a member of the president's cabinet. The VPUA provides leadership and administration of all of the university's fundraising functions and oversees development, the Alumni Association, corporate and foundation engagement, and donor relations. The VPUA also serves as the executive-level representative in many advancement activities in the community and provides staff support to presidential initiatives. The VPUA works with the president and the president's cabinet to develop and implement institutional advancement strategies.

H. Chief Audit Executive (CAE)



The CAE shall be accountable to the university president and the Institutional Audit Committee to provide assessments on the adequacy and effectiveness of the university's processes for controlling its activities and managing its risks. The Office of Auditing and Consulting Services assists the university in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the university's governance, risk management, and internal control.

I. Chief Information Officer (CIO)

The CIO reports to the president and is a member of the president's cabinet. The CIO is responsible for the university's overall technology environment, including IT enablement for research and teaching activities of faculty and students, oversight of all information applications and infrastructure related to administration information technology, information security, and broad technical support for faculty, staff, and students. The CIO advises the president on relevant matters regarding technology services and participates in the university's strategic and operational planning processes.

J. Chief Marketing Communications Officer (CMCO)

The CMCO reports to the president and is a member of the president's cabinet. The CMCO provides leadership for the marketing of the university to its constituents, including prospective and current students, faculty, staff, and the community. The CMCO is responsible for overseeing the public relations of the university.

K. Director of Governmental Relations (GR)

The GR reports to the president and is a member of the president's cabinet. The GR oversees all aspects of governmental relations and is responsible for fostering positive relationships with federal, state, and local elective officials, and communicating the university's priorities.

L. Director of Intercollegiate Athletics (AD)

The AD reports to the president and is a member of the president's cabinet. The AD administers the overall athletic program, providing strategic direction and oversight. The AD is responsible for providing leadership and management of areas aligned with university athletics including the teams and administration of facilities. Further, the AD manages fundraising for development of the athletics program and plans for the future of athletic facilities.

Other Administrative Officers

Other administrative officers of the university are identified below. These appointees serve without fixed term, and report to and are responsible to the president, unless otherwise indicated below.

A. Academic Deans



The deans of the academic colleges report directly to the provost. Deans have the authority and responsibility for the operation of their respective colleges, provide the leadership necessary to ensure first-class academic programs (both undergraduate and graduate), and manage faculty and staff performance.

B. Department Chairs/School Directors

The department chairs/school directors in the academic areas report directly to the dean of the college. They are responsible for the operation and their departments/schools, including sound organizational management. Department Chairs/School Directors, with the help of assistant chairs and program directors, oversee program coordination to ensure programs including appropriate content, pedagogy, and essential curricular components specific and relevant to the discipline. They actively seek input from the department faculty and effectively interact with students, colleagues, subordinates, and staff.

C. Director of Compliance

The director of compliance is responsible for the oversight of the university's compliance program. They shall promote compliance with applicable laws, regulations, agreements, and internal policies and procedures and provide assurance to the president and the Executive Compliance Committee that compliance risks are identified, prioritized, and management appropriately.

Appointment of Administrative Officers

- A. The president has the authority and responsibility for appointment and dismissal of administrative officers of the university. For each such appointment and dismissal, whether from a regular or acting appointment, the prior approval of the executive vice chancellor for academic affairs is required. All administrative officers service without fixed term and are subject to serving at the pleasure of the president.
- B. The president delegates the authority and responsibility for the appointment of associate and assistance vice presidents, directors, or their equivalent, to the respective vice president for those positions in their division. These officers serve without fixed term, serve at the pleasure of the president, and report directly to their respective vice president, unless otherwise addressed by employment contract.
- C. The Board endorses the principle of reasonable consultation with faculty, staff, and students in the selection of administrative officers of the university. The president will endeavor to determine the selection of these officers using reasonable consultation. The president, however, will not be bound by nominations or recommendations by such advisory or selection committees in the execution of their duties.

Related Statutes or Regulations, Rules, Policies, or Standards

Regents' *Rules and Regulations*, Rule 20201, Presidents



Regents' *Rules and Regulations*, Rule 20102, Appointment of Institutional Administrative Officers
Regents' *Rules and Regulations*, Rule 10402, Committee and Other Appointments
Regents' *Rules and Regulations*, Rule 20401, Audit and Compliance Programs

Responsible Executive

President

Forms

None

Revision History

September 1, 2023 (original)
December 20, 2023