

SENIOR ADMINISTRATORS: DUTIES AND RESPONSIBILITIES

September 20, 1999

1. GENERAL INFORMATION

- 1.1 The chief executive officer of Texas A&M University-Corpus Christi is the President. The President is appointed by the Board of Regents of the Texas A&M University System on the recommendation of the Chancellor, and serves under the direction of the Chancellor. The responsibilities and duties of the President are defined in System Policy 02.05, Presidents of Component Universities.
- 1.2 Reporting directly to the President are 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, the Director of Athletics, and the Director of the South Texas Institute for the Arts.

2. PRESIDENT

- 2.1 As stated in System Policy 02.05, the President has the following duties and responsibilities and such others as may be duly delegated by the Chancellor or the Board of Regents:

2.1.1 Duties

Subject to, and under the general authority of the Chancellor, the President shall:

- Administer the total program of the institution. Recommend to the Chancellor and Board the appropriate goals, purposes, and role and scope for the university.
- Recommend an organizational structure necessary to implement the university's purpose and mission and recommend the establishment of appropriate administrative offices.
- Recommend to the Chancellor the appointment of all personnel requiring appointment by the Board of Regents.
- Conduct regular periodic evaluations of each administrative officer.
- Coordinate the planning, development and operation of all activities and programs of the university.

- Develop legislative budget requests and submit to the Chancellor for recommendation and action by the Board of Regents.
- Develop annual budgets for operation and construction and submit to the Chancellor for recommendation and action by the Board of Regents.
- Administer the business and financial management of the university. The management function includes, but is not limited to, budget preparation and implementation, financial and property accounting, the auditing of all expenditures and bills presented for payment, and the preparation of such financial reports as may be required.
- Develop procedures and standards for personnel administration, including those for employment, wage and salary administration, pay plans and classification, termination and conditions of employment in conformity with policies, practices and procedures of the System.
- Provide for the operation and maintenance of the physical plant, the purchase of supplies and equipment, and the maintenance of appropriate inventories and records of real and personal properties under the jurisdiction of the university.
- Explain System policy to the staff and explain the university's program needs to the Chancellor.
- Serve as the institutional representative with appropriate former student associations and any institutionally related functions.

2.1.2 Administrative Responsibilities

The President shall provide for the following administrative functions within the structure of the major administrative unit:

- General supervision of all personnel employed by or assigned to the institution.
- General supervision of all student programs and services. Such supervision includes, but is not limited to, recruitment of students, admissions, registration and records, academic advising, counseling, housing, scholarships and financial aid, student activities and services, placement, foreign students and the evaluation and certification of academic credit from other institutions.

- 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.

- Review recommendations of component administrators with respect to academic rules.
- Coordinate the development, implementation, assessment and modification of the university's instructional programs.
- Coordinate with the Associate Vice President for Planning and Institutional Effectiveness the university's long-range and strategic planning efforts.
- Administer personnel and budgets directly responsible to the office of the Provost and Vice President for Academic Affairs.
- Conduct regular evaluations of those personnel directly responsible to the office of the Provost and Vice President for Academic Affairs.
- Review academic programs and policies periodically to ensure academic standards.
- Coordinate communications with appropriate external agencies regarding the university's academic programs.
- Develop, with appropriate university input, the University Rules manual.
- Monitor university rules, as the institutional compliance officer, to ensure consistency with System policies and regulations.
- Serve as liaison between intercollegiate athletics and the academic program.
- Provide administrative oversight of the office of Academic Testing.
- Advise the President regarding academic matters.

4. EXECUTIVE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Executive Vice President for Finance and Administration advises the President on financial, administrative, support services and other matters, as appropriate. This position, under the direction of the President, exercises the following responsibilities:

- Manage general financial operations of the university, including preparation of financial reports, conduct financial analyses and provide appropriate internal controls
- Participate with other administrative officers in the preparation of the institutional budgets, strategic plans and legislative appropriation requests.
- Coordinate the university safety program.

- Coordinate the physical plant operations, and planning, design, and construction of physical facilities.
- Coordinate the human resource programs.
- Coordinate the equal employment and employee relations programs.
- Coordinate purchasing, contract administration and property control programs.
- Coordinate auxiliary operations, service centers, and the student center.
- Coordinate security, vehicular and pedestrian traffic, and parking.
- Coordinate media and computer support services.

5. VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement is responsible for a comprehensive advancement program that, conducted in accordance with university rules and procedures, encompasses all development, alumni, public affairs, publications, marketing and constituency relations in order to enhance financial stability and university excellence. Serving on the President's Council, the VPIA provides professional counsel in university planning and decision making. As chief fundraiser and external affairs officer, the vice president works closely with the University Foundation and the Alumni Association to coordinate fundraising activities and to maximize all forms of support to the university. Primary duties of the VPIA are to:

- Oversee a comprehensive fundraising program, including capital campaigns.
- Develop and oversee a coordinated marketing program that addresses target constituencies.
- Guide the media relations program in developing strong and positive relations with the media community.
- Represent the university among external constituents.
- Manage advancement division personnel and non-personnel resources to advance the mission of the university.

6. VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs is the Senior Student Affairs Officer of the university. The Vice President for Student Affairs exercises, under the direction of the President, general responsibilities for student services of the university. Specific responsibilities of the position include the following:

- Provide direction and oversight for development, implementation and assessment of programs and activities related to student services.
- Review and approve recommendations of component administrators with respect to the preparation of the annual student affairs budget.
- Review recommendations of component administrators with respect to student affairs rules.
- Advise the President regarding student affairs= matters.
- Participate with other administrative offices in preparation of the strategic and master plans to ensure interaction of student affairs with all other administrative areas of the University.
- Coordinate Student Activities, Health Services, Counseling Center, Career Services, Recreational Sports, New Student Programs and Judicial Affairs.
- Plan and coordinate housing for residential students.

7. ASSOCIATE VICE PRESIDENT FOR PLANNING AND INSTITUTIONAL EFFECTIVENESS

The responsibilities of the Associate Vice President for Planning and Institutional Effectiveness include the following:

- Produce institutional data reports for federal, state, accrediting and other external agencies.
- Develop and provide decision support and assessment information useful to university faculty, staff and administration.
- Coordinate university institutional effectiveness plans and processes.
- Work in cooperation with the university planning process to develop biennial updates of the university's strategic plan.
- Supervise the assignment of general classroom space for courses and events.

- Serve as ex officio chair of the University Research Enhancement Committee and provide administrative support for grant recipients.
- Undertake other special projects within the general scope of responsibilities as required.

8. DIRECTOR OF ATHLETICS

The Director of Athletics is responsible for the overall development of a comprehensive program for men's and women's intercollegiate sports. The Director will recommend the overall goals and rules of the intercollegiate athletic program; recruit and manage all athletic personnel; develop and implement a budget; and design and implement an effective fund raising, marketing and promotions program in coordination with the Office of Institutional Advancement. The Director is also responsible for executing institutional, conference and NCAA policies. Specific responsibilities of the position include the following:

- Recommend programmatic goals, capital expansion, staffing, budget appropriations, and other aspects of the men's and women's intercollegiate athletics program.
- Recommend rules and procedures that ensure compliance with National Collegiate Athletic Association (NCAA) and Texas A&M University-Corpus Christi rules and procedures.
- Develop, coordinate and supervise the sports programs.
- Ensure that coaching and administrative staff actively support the department and university's joint commitment to academic achievement for each student-athlete.
- Coordinate scheduling for sports events involving other universities= participation and ensure appropriate revenue contracts.
- Oversee departmental marketing.
- Conduct long-term planning to determine the need for and feasibility of constructing or upgrading athletic facilities on campus and in the local community.
- Manage overall fiscal operations for athletics.
- Provide overall supervision for both professional and classified personnel in the department.

- Provide leadership and serve as the primary spokesperson for the men's and women's intercollegiate athletics program to faculty, staff, students, alumni, sports media, and the general public.
- Spearhead fund raising efforts to provide for athletic scholarships, facilities, and equipment in coordination with the Office of Institutional Advancement.

9. DIRECTOR, SOUTH TEXAS INSTITUTE FOR THE ARTS

The Director is the chief operating officer for visual and performing arts activities under the responsibility of the South Texas Institute for the Arts (STIA) as assigned by the President in cooperation with the STIA Board. Specific responsibilities of the Director include the following:

- Serve as the day to day liaison between Texas A&M University-Corpus Christi (staff and operations), STIA 501 (c)3 Board of Trustees (program support) and City of Corpus Christi (landlord) to ensure STIA is financially solvent and all partners support institute goals and objectives.
- Manage, with university budget office, expenditures related to approved State funds, and income generated by STIA Board and City provided income.
- Implement university rules, appropriate student services and special requests from the President's office that ensure successful operation of institute programs.
- In coordination with the TAMU-CC office of Institutional Advancement, manage and implement all fund raising activities to ensure that the private sector matches State allocations 2:1 (minimum) with emphasis placed on special events, grant writing and annual gifts from individuals, corporations and foundations secured in the name of STIA.
- Develop, coordinate and help implement activities of the 501(c)3 Board of Trustees, Board of Governors committees, volunteer-run Auxiliary, Store and Docent Council which ensure that university and community audiences are provided with high quality services.
- Supervise personnel assigned to the institute to implement on-site programs at the museum, Garcia Arts Education Center and off-site programs throughout the region.
- Oversee the development, approval process and implementation of exhibitions, collections activities, youth and adult art education programs offered to university students, faculty, staff and the community at large.
- Provide staff leadership to coordinate long range planning that coincides with university goals and services sought by STIA volunteers and City officials.

- Conduct annual evaluations of those programs and personnel directly related to STIA.
- Advise the President on matters related to the operation of STIA which impact general university programs, fund raising and community relations.

NOTE: This section, which describes the duties and responsibilities of senior administrators, will be revised at a later date to include the Director of the Harte Research Institute. The University is currently in the process of developing the Harte Research Institute, defining the responsibilities of the director, and developing policies and procedures for the institute. (7/02)