3.1 Duties of Administrative Officers

3.1.1 Chief Administrative Officer

The President is the chief administrative officer of The University of Texas at El Paso. His/her duties, responsibilities, and authority are specified in the Regents' Rules and Regulations, Rule 20201, Part 2, Subsection 4.

3.1.1.1 Appointment of Other Administrative Officers

a. Regents' Rules and Regulations, Rule 20102, governs appointment of other administrative officers.

b. Administrative officers are appointed without term and serve at the pleasure of the President. Prior approval of the Executive Vice Chancellor for Academic Affairs is needed for permanent appointment, or dismissal, of Vice Presidents, Deans, Directors, and their equivalents.

c. Regents' Rules and Regulations endorses the principle of reasonable faculty and student consultation in the selection of major administrative officers. The President is expected, as he/she deems appropriate, to consult in the selection process with the representatives of the faculty and student body. However, the President is responsible for executing the duties of his/her office and consequently shall not be bound by nominations to administrative positions in his/her institution by campus selection committees.

3.1.2 Vice President for Academic Affairs and Provost

3.1.2.1 The Vice President for Academic Affairs and Provost is the chief academic officer of the institution and reports directly to the President. This office is responsible for all instructional programs and activities, the University library, and other instructional or academic supporting services.
3.1.2.2 The Vice President for Academic Affairs and Provost has general charge and responsibility for the supervision and management of the following areas and functions:

   a. all academic colleges, schools, departments and programs;
   b. recommending all members of the faculty for appointment, promotion, tenure, retention, non-retention, or dismissal for cause;
   c. planning, development and evaluation of academic programs;
   d. fostering the development of new teaching methods;
   e. recommending additions and alterations to the physical plant that are needed for academic purposes;
   f. serving as chair of the Council of Deans;
   g. coordinating internal administrative review and external regulatory or accreditory consideration of academic policies, plans and programs;
   h. maintenance of academic standards of The University of Texas at El Paso and of appropriate accrediting bodies;
   i. University Library and other instructional support services;
   j. student recruitment and enrollment services; and
   k. other academic and administrative responsibilities as may be assigned by the President.

3.1.3 Vice President for Business Affairs

3.1.3.1 The Vice President for Business Affairs is the chief financial officer of the institution and reports directly to the President. This office is responsible for matters of fiscal procedure, policy, financial reporting and institutional compliance, as required by the Board of Regents or governmental bodies, and advises other executive officers on the fiscal aspects of institutional policies, plans, and programs.

3.1.3.2 The Vice President for Business Affairs has general charge and responsibility for the supervision and management of the following areas and functions:

   a. preparation of legislative budget requests;
   b. preparation, implementation and control of the University's annual operating budget;
   c. formulation and implementation of accounting policies and procedures for receipt, custody and disbursement of funds;
d. all required internal and external fiscal reporting;

e. risk management, insurance and coordination of tort litigation;

f. review, approval and administration of business contracts;

g. procurement of goods and services and management of the safekeeping of University property and assets;

h. human resource services;

i. campus security and parking services;

j. environmental health and safety;

k. compliance with the Texas Public Information Act;

l. assessment and collection of student tuition and fees;

m. use, care, maintenance and operation of buildings, grounds, facilities and real estate property owned or controlled by the University;

n. physical long-range campus master planning and the design and management of construction for new and remodeling projects;

o. business auxiliary enterprise services, including bookstore, food services, special events and continuing education; and

p. other finance and administrative responsibilities as assigned by the President.

3.1.4 Vice President for Student Affairs

3.1.4.1 The Vice President for Student Affairs is the Chief Student Affairs Officer of the institution, and reports directly to the President. This office is responsible for the development and administration of policies relating to students, for the development and implementation of services to students, and advises other executive officers regarding the impact on students of institutional policies, plans, and programs.

3.1.4.2 The Vice President for Student Affairs has general charge and responsibility for the supervision and management of the following areas and functions:

a. student conduct, discipline and grievances;

b. student auxiliary services, including child care, housing, El Paso Natural Gas Conference Center and Union building operations;
c. student development programs, including student government organizations and activities, Greek life and campus activities;

d. promotion of student well-being through programs such as recreational sports, wellness and counseling;

e. student support services, including women’s resources, career advising and placement, international and disabled student assistance;

f. official student publications;

g. the registration and conduct of student organizations; and

h. other student services and administrative responsibilities as may be assigned by the President.

3.1.5 Vice President for Research and Sponsored Projects

3.1.5.1 The Vice President for Research and Sponsored Projects is the principal administrator of sponsored research and services and reports directly to the President. This office is responsible for the development and administration of policies relating to the procurement and administration of grant, contract or sponsored research or service activities and intellectual property arising from the employment activities of University faculty and staff members.

3.1.5.2 The Vice President for Research and Sponsored Projects has general charge and responsibility of the supervision and management of the following areas and functions:

a. administration of grants, contracts and other awards to the institution for sponsored research and service activities;

b. development and implementation of strategies to expand and enhance research funding;

c. administration of intellectual property policies and institutional patents;

d. facilitating collaboration among departments to develop joint proposals to increase grants and contracts from external sources;

e. compliance and accountability issues related to research, intellectual property and technology development and transfer;

f. fostering effective relationships among the University community, governmental entities, foundations and institutes; and the private sector, to promote research and technology development activities; and
g. other duties and responsibilities as may be assigned by the President.

3.1.6 Vice President for Institutional Advancement

3.1.6.1 The Vice President for Institutional Advancement is the principal administrator of fundraising and public relations and reports directly to the President. This office is responsible for the development and administration of policies and programs related to private fundraising, media, community and legislative relations and institutional publications and communications.

3.1.6.2 The Vice President for Institutional Advancement has general charge and responsibility for the supervision and management of the following areas and functions:

   a. development and implementation of policies and programs that enhance institutional fundraising from private external sources;

   b. development and implementation of policies and programs that foster beneficial community relations and public understanding and support for the programs of the University;

   c. the solicitation, acceptance, processing, reporting and administration of gifts through the Office of University Development;

   d. programs and publications to provide information to both the general public and the University community through the Office of University Communications;

   e. governmental relations, including coordinating timely response to State, Federal or local governmental requests for information or services;

   f. Office of Alumni Relations;

   g. Information Technology Services; and

   h. other duties and responsibilities as may be assigned by the President.

3.1.7 Associate and Assistant Vice Presidents

Associate and Assistant Vice Presidents, upon approval of the President, may be appointed by the divisional Vice President. Their duties as Administrative Officers are as assigned or delegated by the divisional Vice President to whom they report.
3.1.8 Dean of the Graduate School

3.1.8.1 The Dean of the Graduate School, upon approval of the President, is appointed by and reports to the Vice President for Academic Affairs/Provost and is responsible for the administration of the graduate program.

3.1.8.2 The Dean of the Graduate School has responsibility for:

a. implementation of all academic regulations and procedures pertinent to the office;

b. final certification of graduate students for graduation at commencement exercises, provided that this responsibility is delegated for each academic year by the Graduate Council;

c. administrative supervision of the Graduate School;

d. appointment of graduate advisors upon recommendation of the respective Department Chairs;

e. approval of nominations to membership and senior membership on the Graduate Faculty and approval of temporary graduate instructors;

f. development of plans for the Graduate School, program evaluations, and improvement of graduate instruction;

g. advising the President and Vice President for Academic Affairs on decisions and policies regarding promotions and appointments to professorial ranks, tenure applications, salary increases of Graduate Assembly members, budgets, and other matters affecting graduate students and the operation and development of graduate programs;

h. consulting with and informing the Deans of the colleges on planning and development of the graduate program, and on allocation of funds for teaching and research directly related to graduate instruction;

i. maintenance of academic standards of The University of Texas at El Paso and of appropriate accrediting bodies; and

j. submitting matters of major policy to the Graduate Assembly and Graduate Council; and

k. other academic and administrative duties as may be assigned by the Vice President for Academic Affairs/Provost.
3.1.9 Academic Deans of Colleges

The Deans of the Academic Colleges, upon approval of the President, are appointed by and report to the Vice President for Academic Affairs/Provost. Each dean has general charge and responsibility for the following functions within their Academic College:

a. implementation of all academic regulations and procedures;
b. certification of students for honors and graduation at commencement exercises, provided that this responsibility is delegated for each academic year by the Faculty Senate;
c. administrative supervision of academic departments and programs;
d. allocation of space and facilities within the college;
e. recommendations for appointment of Department Chairs;
f. recommendations for faculty appointments, retention, dismissal, tenure, promotions, merit evaluations, and leaves of absence;
g. development of plans for evaluation of teaching methods, evaluation of curricula, and improvement of instruction;
h. recommendations on budget and budget policies
   i. maintenance of academic standards of the University and of appropriate accrediting bodies;
j. appointment of college committees for faculty consultation and advice on any of the matters above;
k. calling and conducting college faculty meetings; and
l. other academic and administrative duties as may be assigned by the Vice President for Academic Affairs/Provost.

3.1.10 Academic Department Chairs/Directors

Academic Departments or Program Directors, upon approval of the Vice President for Academic Affairs/Provost and the President, are appointed by and report to the Dean of their College. Each Department Chair or Director has general charge and responsibility for the following functions within their academic department or program:

a. recommendations for appointment, re-appointment, retention, dismissal, tenure, promotion, and merit salary determinations of all faculty and other department personnel;
b. evaluation of faculty;

c. recommendations for and management of the budget;

d. expenditure control and compliance with administrative policies and procedures

e. planning, evaluation and development of programs;

f. approval of degree plans for students;

g. preparation of the schedule of course offerings;

h. assignment of duties, including teaching assignments, for faculty and staff personnel;

i. assignment of allocated space and facilities;

j. maintenance and security of equipment and facilities;

k. appointment of all department committees and chairs of committees, unless method of composition is specified by other rules;

l. solicitation of advice from the faculty;

m. calling and conducting faculty meetings; and

n. other departmental academic and administrative duties as may be assigned by the Dean of the College.

3.1.11 Administrative Directors

Directors are appointed by the President or the divisional Vice Presidents with the approval of the President, and report to the Administrative Officer as directed. Each Director has general charge and responsibility for the following functions within their Office, Department or Program:

a. management and operation of the Office including recommendations regarding budget and personnel;

b. expenditure control and compliance with administrative policies and procedures;


c. recommendation of policies or procedures pertaining to the function of the Office, Department or Program; and


d. formulation and implementation of programs and activities which further the purpose of the Office, Department or Program.
3.2 Participation of Faculty in College and Department Affairs

3.2.1 Participation in College Affairs

Because the Colleges vary in size and professional homogeneity, the degree to which faculty consultation occurs primarily at the college level or the department level may likewise differ. At the same time, coordination among the departments within each College is essential. Accordingly, each Academic Dean, in consultation with the Department Chairs, shall ensure that procedures are developed within the College for faculty consultation and participation in the areas specified below.

3.2.2 Participation in Department Affairs

Each Academic Dean, in consultation with the Department Chairs, shall ensure that procedures are developed within each department for faculty consultation and participation in the areas specified below.

3.2.2.1 Department faculty shall advise their Chair (by individual consultation or through committees) concerning departmental affairs. The Department Chair is not required to follow the advice, but is expected to receive and consider advice before acting on all major matters. Examples of affairs on which department faculty or their representatives should be consulted include:

a. academic matters, including course offerings, degree requirements, course content, and prerequisites;

b. instructional matters, including reasonable departmental guidelines (particularly in courses with multiple sections) concerning textbooks, syllabi, teaching techniques, instructional procedures, grading policies, testing and placement policies; and

c. faculty personnel matters, including appointment of new faculty and evaluation of faculty members for guidance in recommending promotions, re-appointments, tenure status, and salary changes.

3.2.2.2 The Department Chair shall advise his/her Academic Dean of any serious disagreements by faculty with the Chair's recommendations and policies. In addition, faculty acting individually or as a group may communicate such serious disagreements to the Dean in writing or through informal conference.

3.2.3 Administrative Organizations

The following administrative organizations facilitate the conduct of the official business of the University.
3.2.3.1 Council of Deans

a. The Council of Deans is composed of the Vice President for Academic Affairs/Provost who shall chair the Council, Associate/Assistant Vice Presidents for Academic Affairs, the Dean of the Graduate School, the Academic Deans, Dean of the University College and the University Librarian;

b. Members of the Council of Deans meet upon call of the chair to consider such matters as need to be discussed. Primarily, the committee functions to ensure inter-college coordination and uniformity in administering policies affecting faculty and academics programs.

3.2.4 Other Institutional University Committees

The President, each divisional Vice President and other Administrative Officers may appoint other committees, either to conduct administrative business or to advise on matters of policy, as may be determined for the orderly conduct of University business.

3.2.5 College Committees

Each Academic Dean has authority to appoint committees within his/her college to facilitate faculty consultation or to give advice on any matter pertaining to the academic programs and administration of the College.

3.3 Normal Channels of Information

Under normal conditions, recommendations, policy statements, personnel information, grievances, and queries shall move through established administrative lines. Information requiring higher administrative awareness or approval shall move up the line as required. For academic matters, the progression is from faculty member or departmental committee through the Department Chairman, Academic Dean, Head of the Graduate School if necessary, Vice President for Academic Affairs, the President of the University, to The University of Texas System Administration, when appropriate. Non-academic matters shall be transmitted from employee to supervisor(s) or from advisory committee to the administrative officer who appointed the committee and then through normal supervisory channels to the appropriate Vice President, the President and to The University of Texas System, when appropriate. The word "through" is understood to mean that all information and documents may be forwarded with such recommendations as each person deems appropriate, to the highest administrative level required for action or decision.

Most information originating at higher levels will move down the same lines as required, but announcements and individual inquiries may be made directly.

Matters requiring action by the Faculty Senate or Standing Committees shall normally be referred to that body by the Academic Deans or higher level Administrative Officers. Matters requiring action by the Graduate Council shall normally be referred to that body by the Head of the Graduate School.