

## Policy GA-UA-PO4

### Duties of Administrative Officers

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#### I. **Title**

Duties of Administrative Officers.

#### II. **Policy**

- A. The chief administrative officer of UTA is the President. The duties, responsibilities and authority of the President are specified in the *Regents' Rules and Regulations, Rule 20201, Presidents*.
- B. Regents' *Rule 20102, Appointment of Institutional Administrative Officers*, states that the Executive Vice Chancellor having responsibility for the institution delegates to the institution's President the responsibility for the appointment and dismissal of all other administrative officers of the institution, including vice presidents and deans. However, prior approval of the appropriate Executive Vice Chancellor shall be necessary for each such permanent or acting appointment and for each such dismissal whether from a permanent or acting appointment. All administrative officers serve without term and are subject to termination at the pleasure of the President and the approval of the appropriate Executive Vice Chancellor.
- C. The Board of Regents endorses the principle of reasonable faculty and student consultation in the selection of administrative officers. The President seeks consultation in the selection process as he/she deems appropriate, with the representatives of the faculty and student body. The President is responsible for executing the duties of his/her office and consequently shall not be bound by nominations or recommendations to administrative positions by campus selection or advisory committees.
- D. Vice Presidents

1. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs (Provost) reports to the President. The Provost participates in administrative consideration of academic policies, plans, and programs. The Provost has general charge and responsibility for all instructional activities, the university libraries, and such other instructional programs, research programs, or academic supporting services as may be assigned.

2. Chief Financial Officer and Vice President

The Chief Financial Officer reports to the President and is responsible for institutional budgeting, financial planning, fiscal policies and procedures, information technology, accounting and reporting. He/she participates in administrative consideration of the fiscal aspects of academic policies, plans, and programs.

3. Vice President for Research

The Vice President for Research reports to the President and is responsible for the Office of Research, the Strategic Planning Subcommittee, the University Research Committee, research compliance, University of Texas at Arlington Research Institute (UTARI), Shimadzu and other research centers, and for assisting the Provost with the Research Enhancement Program, faculty appointments, and startup funding.

4. Vice President for Student Affairs

The Vice President for Student Affairs reports to the President and is responsible for the performance of the duties assigned to the position of the Dean of Students in Regents' Rule 50101. Areas of responsibility include activities and programs that impact student life, students with disabilities, student governance and organization, and multicultural affairs.

5. Vice President for Development and Alumni Relations

The Vice President for Development and Alumni Relations reports to the President and leads the University's comprehensive fundraising and alumni relations activities. The vice president acts as the senior fund-raising professional for the University, managing a portfolio of the institutions' most capable prospects and enlisting active involvement from the president and senior leadership team. He/she is responsible for administrative and strategic direction of fund-raising plans and management of all development activities.

6. Vice President for Administration and Campus Operations

The Vice President for Administration and Campus Operations reports to the President. The vice president is the custodian of the campus master plan. His/her responsibilities include risk management, capital

improvement planning, capital budgets, real estate, and leadership for all departments within Campus Operations and Auxiliary Enterprises.

7. Vice President for Communications

The Vice President for Communications reports to the President. The vice president promotes the University's reputation and builds support with constituencies via strategic and integrated communications planning, media and public relations, publications, video, internet, marketing and advertising services. He/she assists the University in articulation of its mission to the external world in the U.S. and internationally.

8. Vice President for Human Resources

The Vice President for Human Resources reports to the President. He/she is responsible for strategic leadership in the planning and implementation of quality-based, integrated human resources programs for all officers, faculty, and staff. The vice president acts as the steward of staff resources for the University's academic mission and leads an organization that delivers well-designed recruitment and hiring, employee relations and conflict resolution, equal opportunity and diversity programs, retirement counseling, wage and salary administration, fringe benefits, employee records and other related programs.

9. Vice President for Academic Planning and Strategic Partnerships

The Vice President for Academic Planning and Strategic Partnerships reports to the President. He/she leads efforts associated with academic planning to meet the goals of the University's Strategic Plan. The vice president develops methods of implementation, tracking and assessing progress and leads the University's in its efforts to strengthen existing strategic partnerships on campus and between the University and K-12, 2-year colleges and other institutions. The vice president works on issues of academic personnel planning and develops and implements growth models for academic units.

10. Vice President for Global Education, Outreach, and Extended Studies

The Vice President for Global Educational Outreach and Extended Studies reports to the President. He/she works with the Provost to establish new market opportunities for on-line and other technology-enabled delivery of education and professional program development that will benefit the participants, the University, and the academic departments. The vice president develops strategies for creating revenue while continuing the University's commitment to high quality educational platforms and content. The vice president works with the President and Chief Financial Officer to ensure appropriate financial analysis and strategic business decisions and the necessary business processes to support the entrepreneurial/revenue-generating programs of the University.

E. Academic Deans of Colleges and Schools

Academic deans of academic colleges and schools report to the Provost, through whom they have access to the President. They have responsibility for supporting the University's vision and strategic goals, programs, budgets and fiscal integrity of their colleges; review of faculty appointments and recommendations for appointment of department chairs; accreditation standards; planning; faculty meetings; and administration and development of financial support.

F. Academic Department Chairs

Department chairs report to a dean. They are subject to institutional policies and regulations, including the policy on faculty participation in departmental administration. Department chairs are responsible for recommendations for faculty appointments, recommendations on the departmental budget, preparation of departmental schedules of course offerings, and assignment of departmental space. They also have responsibility for care of departmental equipment and facilities, and assisting deans in the performance of their duties.

III. **Definitions**N/A

IV. **Relevant Federal and State Statutes**N/A

V. **Relevant UT System Policies, Procedures, and Forms**

UT System Regents' [Rules and Regulations](#), Rule 20102, Appointment of Institutional Administrative Officers

UT System Regents' [Rules and Regulations](#), Rule 20201, Presidents

VI. **Who Should Know**

Members of the campus community and the public who wish to know who the titles of the University's administrative officers reporting to the President.

VII. **UTA Officer(s) Responsible for Policy**Office of the President.

VIII. **Dates Approved or Amended**August 4, 2016

IX. **Contact Information**All questions concerning this policy should be directed to the Office of the President.