

## **Section I: Introduction and University Administration**

### **Chapter 1: History and Mission**

#### **1.1 University History**

The University of Texas at El Paso, known as UTEP, is the second oldest academic component of the University of Texas System. It was founded by the Texas Legislature in 1913 as the State School of Mines and Metallurgy, a name that gives testament to the scope of education offered at the early West Texas school. The first campus, located on land that is now part of the Fort Bliss Army Post, was destroyed by fire a few years after the college's inception, and the school moved in 1916 to the present campus on the western foothills of the Franklin Mountains, just a stone's throw from the Rio Grande.

In the move to the present 366-acre site, UTEP acquired what has become one of its most distinctive non-academic trademarks--the Bhutanese-style architecture that makes the campus' buildings look more like exotic Oriental castles than stacks of classrooms and offices. The motif, characterized by thick, sloped outer walls topped with elaborate brickwork, was inspired by Kathleen Worrell, the wife of the college's first dean, and designed by noted El Paso architect Henry Trost. Mrs. Worrell, an avid armchair traveler, had seen National Geographic photographs of Bhutanese buildings in the Himalayan Mountains and decided that similar architecture would complement the rugged desert terrain at the college's new site. Architects have continued the theme through nearly 80 years of campus expansion.

After the move to the new campus, the school grew steadily. In 1919, the institution became a branch of the University of Texas and was renamed the Texas College of Mines and Metallurgy. In 1927, liberal arts courses were added to the curriculum, and the first master of arts degree program was established in 1940. By 1949, enrollment approached 2,400, and the institution was renamed Texas Western College. Texas Western College became the University of Texas at El Paso in 1967 and boasted a student population of more than 9,000.

Since then, the size of the student body has nearly doubled, reaching an all-time high of 17,232 in 2002. UTEP has continued to grow both physically and academically to meet the needs of the increasingly industrialized West Texas region. The UTEP campus now consists of 77 buildings, including the 52,000-seat Sun Bowl Stadium; a 12,222-seat Special Events Center; a modern fine arts complex with galleries and recital halls, and a museum of natural and cultural history.

As UTEP moves into the 21st Century, its innovative curriculum and sensitivity to the needs of El Paso's predominantly Hispanic community is earning UTEP a reputation as a national research center of excellence for the education of minorities and turning the University into a national model for urban higher education.

#### **1.2 Mission Statement**

The University of Texas at El Paso (UTEP) commits itself to providing quality higher education to a diverse student population. The University aims to extend the greatest possible educational access to a region that has been geographically isolated with limited economic and educational opportunities for many of its people. UTEP will ensure that all of its graduates obtain the best education possible, one which is equal, and in some respects superior, to that of other institutions so that UTEP's graduates will be competitive in the global marketplace. UTEP also envisions using its bi-national location to create and maintain multi-cultural, inter-American educational and research collaborations among students, faculty, institutions and industries, especially in northern Mexico.

Through the accomplishment of its mission and goals via continuous improvement, UTEP aspires to be a model of educational leadership in a changing economic, technological, and social environment. The UTEP community--faculty, students, staff and administrators--commits itself to the two ideals of

excellence and access. In addition, it accepts a strict standard of accountability for UTEP's institutional effectiveness as the University educates students who will be the leaders of the 21st Century.

UTEP is dedicated to teaching and to the creation, interpretation, application, and dissemination of knowledge. UTEP works to prepare its students to meet lifelong intellectual, ethical, and career challenges through quality educational programs, excellence in research and in scholarly and artistic production, and innovative student programs and services, which are created by responsive faculty, students, staff and administrators.

As a component of The University of Texas System (U.T. System), UTEP accepts as its mandate the provision of higher education to the residents of El Paso and the surrounding region. Because of the international and multi-cultural characteristics of this region, the University provides its students and faculty with distinctive opportunities for learning, teaching, research, artistic endeavors, cultural experiences, and service.

## **Chapter 2: Governance of the University**

### **2.1 System and Other Authority**

The University of Texas at El Paso is governed by the [Rules and Regulations](#) of the Board of Regents of The University of Texas System for the Government of The University of Texas System and by this [Handbook of Operating Procedures](#). The University is also subject to all applicable federal and state laws and regulations.

In addition, The University of Texas at El Paso is subject to the minute orders of the Board of Regents and administrative policies and directives issued by appropriate officials of The University of Texas System. Further, certain authority and responsibility for the institution is held by the Texas Higher Education Coordinating Board, as specified by the laws of the State of Texas.

In the remainder of this document, the [Rules and Regulations](#) of the Board of Regents for the Government of The University of Texas System shall be designated "Regents' [Rules and Regulations](#)."

### **2.2 Proposals for Changes in University System Policies and Procedures**

Please refer to the next section.

#### **2.2.1 Participation in College Affairs**

Any member of the faculty desiring to present a proposal for a change in policies or procedures of The University of Texas System may do so by presenting the proposal in writing to the President of the Faculty Senate one month before a regularly scheduled meeting of the Senate. The Senate President shall distribute copies of such a proposed change to the members of the Senate at least one week before the meeting at which it is to be considered. The Faculty Senate may refer the issue to one of the standing committees or to an ad hoc committee for study. The President of the Senate will communicate to the University President the substance of the proposed change and indicate whether the Senate's recommendation is favorable or unfavorable. In no event shall the Faculty Senate withhold its favorable or unfavorable recommendation on such a proposal beyond three regularly scheduled meetings.

#### **2.2.2 Participation in Department Affairs**

Nothing stated in Section 2.2.1 shall be construed as denying any member of the faculty direct access to the President of the University, subject only to the ordinary considerations of operation in the President's Office.

## **2.3 The Handbook of Operating Procedures**

Please refer to the next section

### **2.3.1 Status as Rules and Regulations for Governance of the Institution**

Regents' [Rules and Regulations](#), Part One, Chapter II, Sub-section 17.319, requires that the Chief Administrative Officer of each component institution cause to be prepared and submitted to the Office of the Chancellor the rules and regulations for the governance of that institution. Upon approval by the U.T. System, those rules and regulations constitute this [Handbook of Operating Procedures](#) for the institution.

No provision of this Handbook may conflict with the Regents' [Rules and Regulations](#). Should such conflict occur, the rule or regulation in this Handbook is void and has no effect. When any such conflict is detected, the President shall immediately initiate procedures to change this Handbook to eliminate the conflict.

### **2.3.2 Distribution**

The President of The University of Texas at El Paso shall cause this [Handbook of Operating Procedures](#) and approved amendments to be available to all administrative offices in the University and to appropriate offices of The University of Texas System through electronic distribution, which is also available to the general public. The Office of the Vice President for Business Affairs shall be responsible for maintaining and updating this Handbook, insuring its availability electronically on the Internet at <http://admin.utep.edu/hoop/>. As promptly as possible after an amendment has been approved in accordance with Regents' [Rules and Regulations](#), the revised version shall be posted electronically, and a permanent record of all such amendments shall be maintained by the Office of the Vice President for Business Affairs.

### **2.3.3 Amendment Approval Process**

#### **2.3.3.1 Policy.**

The University of Texas at El Paso *Handbook of Operating Procedures* (HOP) contains official policies and procedures for the governance of UT El Paso. The rules and regulations constituting the HOP must not conflict with any rule or regulation in the Regents' [Rules and Regulations](#). Any HOP rule or regulation that is in conflict with any rule or regulation in the Regents' [Rules and Regulations](#) is null and void and has no effect.

The President of The University of Texas at El Paso has the authority and responsibility to prepare and submit to the appropriate Executive Vice Chancellor and the Vice Chancellor and General Counsel for approval, the rules and regulations constituting the HOP. The President has designated the Vice President for Business Affairs as the university office responsible for coordination of policy development and review. The development and review process will include an opportunity for faculty, staff and student governance bodies to provide advisory input regarding proposed changes to policies that may impact the respective groups.

#### **2.3.3.2 Scope**

This policy applies to any significant change to the institution's HOP, including the addition or deletion of policies and procedures.

### 2.3.3.3 Purpose

The purpose of this policy is to set forth the procedure for amending the institution's HOP including obtaining input from faculty, staff and student governance bodies that may be affected by changes in policies and procedures.

### 2.3.3.4 Definitions

2.3.3.4.1 **Educational Policy:** Sections of the HOP that pertain to the areas of faculty responsibility as set forth in Regents' [Rules and Regulations](#), Rule 40101.

2.3.3.4.2 **Governance of the institution:** Consists of the policies and procedures except medical procedures or protocols, affecting the way the institution directs, administers or controls the institution. This includes policies and procedures:

(a) directing compliance with applicable state and federal laws and regulations, Regents' [Rules and Regulations](#), and UT System policies and policies with System-wide application;

(b) addressing or affecting the responsibility and/or authority of the various offices and bodies that make up the institution; and

(c) addressing the relationships between administration, faculty, students, and staff and institutional values and/or goals.

2.3.3.4.3 **HOP Stakeholders:** The individuals appointed by the President to review and make recommendations regarding the HOP to the President. The HOP stakeholders include the President or his or her designee, the Vice Presidents or their respective designees, the Faculty Senate President, Staff Council Chair, Student Government Association President, the Policy Coordinator and other individuals, as appointed by the President.

2.3.3.4.4 **Policy Coordinator:** The Vice President of Business Affairs, or his/her designee, to ensure institutional compliance with this policy.

2.3.3.4.5 **Responsible Executive:** The President, or his or her designee, or Vice President, or his or her designee, who is responsible for the programmatic, functional or administrative areas addressed by the policy and procedure.

2.3.3.4.6 **Significant change:** A change that results in a substantive change in the rule including changes to essential principle(s), scope or application of the HOP policy or procedure. Editorial changes, changes to reflect institutional organizational changes, paragraph and outline numbering, and reference citations are not significant changes.

2.3.3.4.7 **Stakeholder Review Plan:** A plan for obtaining advisory input from faculty, staff and student governance bodies that may be affected by changes in HOP policies and procedures.

### 2.3.3.5 Procedure

2.3.3.5.1 Designations and Responsibilities.

*The Policy Coordinator will be responsible for coordinating with the HOP Stakeholders and have administrative oversight with regard to policy development and review. The HOP Stakeholders will: review all HOP sections and for each section is responsible for*

*designating a Responsible Executive; determine a periodic review schedule; designate whether HOP Sections pertain to the areas of faculty responsibility in educational policy formulation; and develop a Stakeholder Review Plan.*

#### 2.3.3.5.2 HOP Review Process.

##### **(a) Policies Not Related to Educational Matters**

- (1) *A university office proposing a new HOP section will draft the policy, in correct HOP format and prepare a statement of background and rationale for the new policy. (The Policy Coordinator will provide assistance upon request). A university office proposing a HOP amendment will prepare a draft in congressional style along with a statement of background and rationale for the amendment. The proposing office will route the documents through the appropriate dean, director, or administrative equivalent to the Responsible Executive.*
- (2) *The Responsible Executive will submit the proposal to the Policy Coordinator who will distribute it to the HOP Stakeholders for review and approval. The HOP Stakeholders will confirm the Stakeholder Review Plan and develop a stakeholder review timeline that takes into consideration the best interests of the institution regarding timely implementation of the proposed HOP policy including, but not limited to, legal or otherwise mandated deadlines for policy implementation.*
- (3) *The Policy Coordinator will distribute the proposed HOP policy in accordance with the Stakeholder Review Plan and timelines.*
- (4) *Advisory input from Stakeholders returned timely to the Policy Coordinator will be provided to the Responsible Executive for consideration.*
- (5) *The Responsible Executive will resubmit the proposed HOP policy with any incorporated changes to the HOP Stakeholders.*
- (6) *Once a majority of the HOP Stakeholders has approved the proposed HOP policy, it will be submitted to the President for review and approval.*

##### **(b) Educational Policy**

- (1) *New or amended Educational Policy will be reviewed in accordance with Section 2.3.3.5.2(a)(1)-(6).*
- (2) *The Stakeholder Review Plan must include review by the faculty governance body.*
- (3) *The faculty governance review timeline will be reasonable (60 calendar days or less).*

##### **(c) HOP Policies with No Significant Changes**

*Proposed changes to HOP sections that are not significant do not need to be approved in accordance with this policy or reviewed by the Executive Vice Chancellor or Vice Chancellor and General Counsel. The Policy Coordinator shall determine whether the change is significant.*

2.3.3.5.3 Each policy in the HOP will be reviewed in accordance with the review schedule and timelines using the applicable process in Section 2.3.3.5.2.

2.3.3.5.4 After approval by the President, the Policy Coordinator will submit the proposed HOP policy to the appropriate UT System Executive Vice Chancellor and the Vice Chancellor and General Counsel for review and approval. The submission should include any changes shown in congressional style and a brief background and rationale for the proposed policy.

2.3.3.5.5 The Policy Coordinator will notify the HOP Stakeholders and Responsible Executive regarding the resolution of any comments received from UT System and make conforming changes as needed. Recommendations and comments from university attorneys are legal advice provided to university administration and are to be treated as privileged and confidential attorney-client communications.

2.3.3.5.6 The Policy Coordinator will notify the university community regarding approved HOP amendments by placing them in the HOP.

#### **2.3.4 Interpretation**

The President of The University of Texas at El Paso shall have the ultimate authority to interpret the meaning of the provisions contained in this [Handbook of Operating Procedures](#), and may seek advice from the University of Texas System Office of Academic Affairs or the Office of General Counsel on questions of jurisdiction and interpretation.

### **2.4 Other Documents Pertaining to Governance, Policy, and Information**

Please refer to the next section

#### **2.4.1 [Rules and Regulations](#) of the Board of Regents of the University of Texas System**

[Rules and Regulations](#) of the Board of Regents of the University of Texas System

The Regents' [Rules and Regulations](#) is available electronically through World Wide Web at <http://www.utsystem.edu/bor/rules/homepage.htm>.

#### **2.4.2 The Catalog**

The current edition of The University of Texas at El Paso Catalog is an official publication of the University approved by the U.T. System and the Board of Regents. Various sections of the Catalog may be issued separately, and new editions are issued as appropriate.

The Catalog contains general information about the University as well as information on admission, financial aid, tuition and fees, academic regulations, degree programs, degree plans and credit and non-credit courses, and student services. Copies shall be made available to new students, to all faculty, and to all administrative offices.

#### **2.4.3 Procedural Manuals, Local Directives and Bulletins**

Upon approval of the President, other policy or procedural manuals, directives and bulletins which announce, describe, interpret or explain University policy and administrative procedures will be issued for guidance of officers, faculty, staff, and students in the conduct of University business.

Such publications shall be consistent with the Regents' [Rules and Regulations](#) and this [Handbook of Operating Procedures](#) and shall not amend, modify, or substitute for the official Regents' [Rules and Regulations](#) of The University of Texas System or this [Handbook of Operating Procedures](#) of The University of Texas at El Paso.

These publications may include but are not limited to the following:

**2.4.3.1 Administrative Manuals**--The Office of the Vice President for Business Affairs shall cause to be prepared official manuals of administrative procedures for departmental chairmen, directors, and other supervisory administrative personnel. Administrative Manuals shall be available at: <http://www.utep.edu/admin/policies.html>.

**2.4.3.2 Informational Manuals or Handbooks**-- Each divisional Vice President may cause to be prepared informational manuals or handbooks which interpret or explain policies and procedures in practical terms to facilitate the conduct of University business by specific segments of the University Community. These publications shall not amend, modify or substitute for official rules and regulations of the UT System or the University. Publications may include but are not limited to:

**a. Faculty Manual**—a reference to policies, administrative procedures and services for faculty and academic administrators prepared by the Office of the Vice President for Academic Affairs/Provost. The Faculty Welfare Committee of the Faculty Senate may advise the Vice President for Academic Affairs concerning the preparation and revision of the Faculty Manual.

**b. Student Handbook** -- a reference to policies, administrative procedures and services for students and those faculty and staff members who advise students prepared by the Office of the Vice President for Student Affairs.

**c. Research Manual** -- a reference to policies, administrative procedures and services pertaining to the procurement and conduct of research grants, contracts or other sponsored activities and the administration of intellectual property for faculty or staff prepared by the Office of Research and Sponsored Projects

**d. Staff Handbook** -- a reference to policies, administrative procedures, services and benefits for staff employees and administrative supervisors prepared by the Office of Human Resource Services under the direction of the Vice President for Business Affairs.

**2.4.3.3** Bulletins, Newsletters and Policy Memorandums may be issued to remind the University community of existing policy or procedures or to announce new or revised policy or procedures to be subsequently incorporated into the Regents' [Rules and Regulations](#), this [Handbook of Operating Procedures](#) or Procedural Manuals as appropriate. Such announcements of new or revised policy or procedure are effective immediately upon publication and distribution by printed or electronic means..

## Chapter 3: Administration

### 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](#), Part One, Chapter II, Sub-section 13.

##### 3.1.1.1 Appointment of Other Administrative Officers

a. Regents' [Rules and Regulations](#), Part One, Chapter II, Sub-section 14, 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**

Please refer to the next section

#### **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 those areas specified in Regents' [Rules and Regulations](#), Part One, Chapter IV, Sub-section 2.1.

#### **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 those areas specified in Regents' [Rules and Regulations](#), Part One, Chapter IV, Sub-section 2.1.

**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.