OP 10.02: Delegation of Authority by the President

DATE: September 10, 2013

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a clear delegation of authority to selected senior administrative officers to facilitate the management of Texas Tech University by permitting as many decisions as possible to be made at lower levels in the chain of command and, thereby, to permit the president to devote proper time to items of major executive concern.

REVIEW: This OP will be reviewed in June of odd-numbered years by the chief financial officer and vice president for administration and finance with substantive revisions forwarded to the president.

POLICY/PROCEDURE

1. Authority

   a. The Legislature, in Chapters 109, 110, and in Section 51.352 of the Texas Education Code, delegates to the Board of Regents of the Texas Tech University System (TTUS) the power and authority to govern, control, and direct the policies of Texas Tech University (TTU).

   b. Section 109.23 of the Texas Education Code requires the Board of Regents to "provide a chief executive officer, who shall devote his attention to the executive management of the university and who shall be directly accountable to the board for the conduct of the university. The board, when required by law to be the governing body of any other state educational institution or facility, shall also direct the chief executive officer to be directly responsible for the executive management of that other institution or facility."

   c. Section 02.04, Regents’ Rules, provides that “the president of each component institution of the TTUS is the chief executive officer of that institution and reports to and is responsible to the chancellor; but the component institution president shall have access to the board, and the board shall have access to the component institution president.”

   d. It is the policy of the president to delegate specified authority to selected administrators in order to facilitate the management of the university while still retaining the responsibility and accountability vested in the president.

   These administrators may make further delegation to heads of activities under their jurisdiction; however, an individual to whom the president has delegated authority is still primarily responsible, irrespective of any further delegation by the administrator to subordinate officers.
2. **Annual Review**

   The president will perform annual evaluations of the vice presidents.

3. **Personnel**

   a. **Senior Level Administrators**

      Per 1.d, the president is assisted by the following senior level administers.

      (1) **Provost and Senior Vice President**

      The president delegates to the provost and senior vice president the authority for the management, supervision, and direction of:

      (a) Academic support and facilities resources;

      (b) Operating policies and procedures, museum, official publications, TTUISD, ROTC programs, and National Ranching Heritage Center;

      (c) Undergraduate education, regional sites, libraries, international affairs, planning and assessment, ethics center, university information systems; and

      (d) Academic deans and activities of the schools and colleges.

      Per OP 32.03, Academic Deans, Associate or Assistant Deans, and Department Chairpersons, the deans are the principal administrative officers of the colleges of Agricultural Sciences and Natural Resources, Architecture, Arts and Sciences, Engineering, Honors, Human Sciences, Visual and Performing Arts, Media and Communication, Graduate School, School of Law, libraries, * Business Administration, and **Education,

      A dean’s chief responsibility is the development, supervision, and operation of the academic programs of the college or school. The academic dean and staff serve as consultants on all academic matters such as course changes, choice of major, and degree requirements. Since all degrees given by Texas Tech University are granted through these colleges and schools, the respective dean and the faculty members of a specific college or school establish their own degree requirements. Deans serve in their administrative capacities without tenure and at the discretion of the provost and senior vice president. Each dean has an annual performance conference with the provost and senior vice president.

      Associate and assistant deans aid in the administrative work of the colleges and schools. These individuals serve in their administrative capacities without tenure and at the discretion of the dean. Each associate or assistant dean is to report on his/her performance at least annually through a conference with the dean.

      Department, division, and area chairpersons are normally appointed for three-year terms by the provost and senior vice president on the recommendation of the dean of the appropriate college. The chairperson, in cooperation with the faculty, is responsible for supervising activities of the department/division/area,
scheduling classes, assisting in faculty evaluations, preparing budget requests, initiating appointment recommendations, and developing the curriculum. They serve in their administrative capacities without tenure and at the discretion of the dean. The dean reviews chairpersons annually and, before a chairperson’s term expires, the dean initiates an extensive review with the faculty. Reappointment as a chairperson may be recommended.

*College of Business Administration is non-departmentalized and does not have departmental chairpersons. It is organized and functions under an area concept and, therefore, corresponding positions will be entitled “area chairpersons.”

**College of Education is divided into divisions with chairpersons of each division.

(2) Chief Financial Officer and Vice President for Administration and Finance

The president delegates to the chief financial officer and vice president for administration and finance the authority for management, supervision, and direction of the following areas and activities:

(a) Administration and finance system management;

(b) Fiscal operations including budgeting, student business services, procurement services, financial accounting and reporting, sponsored programs, accounting and reporting;

(c) Physical plant, grounds maintenance, and planning and assessment operations; and

(d) Auxiliary services operations.

(3) Chief of Staff and Associate Vice President for Administration

The chief of staff and associate vice president for administration manages, supervises, and directs the following areas and activities:

(a) President’s office staff;

(b) Human Resources;

(c) Payroll Services;

(d) Marketing and Communications; and

(e) Institutional Research

(4) Associate Vice President for Enrollment Management

The associate vice president for enrollment management reports to the president and manages, supervises, and directs enrollment initiatives.
(5) Vice President for Research

The vice president for research manages, supervises, and directs the following areas and activities:

(a) Office of Research Services;

(b) Research Integrity;

(c) Multidisciplinary Research Centers and Institutes;

(d) Research Development Team;

(e) Engaged Research and Partnerships;

(f) Research and Academic Communications; and

(g) Research Finance and Administration.

(6) Athletic Director

The athletic director manages, supervises, and directs the following areas and activities:

(a) Athletic programs, athletic academic services, athletic business office; and

(b) Athletic external operations and specified Red Raider Club activities.

(7) Vice President for Diversity, Equity and Community Engagement and Vice Provost for Undergraduate Education

The vice provost for undergraduate education and vice president for institutional diversity, equity, and community engagement manages, supervises, and directs the following areas and activities:

(a) Academic support units including the Academic Testing Center and University Advising Center;

(b) Center for Undergraduate Research;

(c) Faculty Professional Development Center;

(d) Women’s Studies Program;

(e) Military and Veteran Programs; and

(f) Support Operations for Academic Retention.

(8) University Counsel

The university counsel manages, supervises, and directs the following areas and activities:
(a) Legal counsel to the president and university community;

(b) University Police;

(c) Institutional compliance activities;

(d) Campus Security;

(e) Emergency management activities; and

(f) President’s government and public service internship program.

b. Delegation of Authority

The president delegates the authority to approve the following transactions within the administrative area for which the recipient of the delegation is responsible, in accordance with established university human resources policies and procedures, the appropriate classification system, the university pay plan, approved budget allocations, Rules and Regulations of the Board of Regents (Regents’ Rules), the Legislative Appropriations Bill, and state and federal statutes.

(1) Appointment of Texas Tech University Staff Employees

The president delegates the authority to appoint staff employees in accordance with the provisions in OP 70.11, Appointment of Staff Employees; however, the power and authority to appoint permanent deans is retained by the president.

The president also retains the authority to approve staff appointments to newly created positions that were not budgeted in the current fiscal year’s operating budget.

No other persons of the institution shall have either expressed or implied authority to make binding obligations in such matters for and on behalf of the institution.

(2) Salary and Compensation for Texas Tech University Faculty and Staff

The president delegates the authority to fix salary and compensation in accordance with the provisions in OP 70.14, Salary Administration Policy; however, the chancellor retains the authority to approve adjustments to the salaries of the president, with prior notice to the Board of Regents. The salaries of the provost and senior vice president, all vice presidents and vice provosts, and the deans of colleges and schools shall be set by the president with prior approval of the chancellor and notice to the Board.

The chancellor must approve adjustments to the salaries of TTUS officers and individuals who report directly to the chancellor, except for positions covered under the provisions of Section 02.03, Regents’ Rules. The chancellor must also approve non-statutory adjustments to the total salary or wage rate of a TTUS employee when such an adjustment is 10% or more per annum and the per annum increase is an amount that is more than $2,000 and is not the result of a bona fide promotion, in accordance with provisions in Section 07.04, Regents’ Rules.
The president’s approval is required, except for positions covered under the provisions of Section 02.03, *Regents’ Rules*, for non-statutory adjustments to the total salary or wage rate of an employee when such an adjustment is 10% or more per annum and the per annum increase is an amount that is more than $2,000 and is not the result of a bona fide promotion, in accordance with provisions in Section 07.04, *Regents’ Rules*.

Faculty salary adjustments follow the established guidelines set forth in OP 32.08, *Faculty Salary Increases*.

No other persons of the institution shall have either express or implied authority to fix salary or compensation for any personnel of the institution.

(3) **Change of Status of Texas Tech University Staff Employees**

The president delegates the authority to approve the change of status of university staff employees in accordance with the provisions in OP 70.11, *Appointment of Staff Employees*, provided such changes are within existing budgets in the current fiscal year operating budget.

(4) **Approval of Request for Outside Employment**

The president delegates the authority to approve requests by staff employees for outside employment, in accordance with the provisions in OP 70.15, *Multiple and Other Employment*.

(5) **Employee Conduct, Discipline, and Terminations**

The president delegates the authority to take appropriate employee disciplinary action in accordance with the provisions in OP 70.31, *Employee Conduct, Discipline, and Terminations*, and applicable federal and state laws and regulations.

(6) **Acceptance of Employee Resignation**

The president delegates the authority to accept employee resignations in accordance with the provisions in OP 70.31, *Employee Conduct, Discipline, and Terminations*.

(7) **Compliance with Personnel Policy**

(a) The president delegates the following responsibilities to the provost and senior vice president:

Monitor, assure compliance, interpret, and approve exemptions to all the university’s human resources policies and procedures that pertain to faculty employees.

(b) The president delegates the following responsibilities to the chief of staff and associate vice president for administration:

Monitor, assure compliance, interpret, and approve exemptions to all the university’s human resources policies and procedures for all employees and that are written specifically for non-faculty employees.
10. **Strategic Planning**

The president delegates to his representative the authority for long-range planning and assessment, including coordination of institutional strategic plans.

11. **Authority to Act in the President’s Absence**

a. The duties of the president will necessitate absence from the campus. During an absence, and if the president is not in instant reach, a situation may arise that requires action and any delay could cause undesirable effects. Under this situation, the president authorizes one of the following listed officers, assigned in descending order, to assume the duties of the president. However, the president normally can be reached promptly through his office staff; therefore, if a matter arises that needs his attention, he is to be contacted as soon as possible and informed of the emergency. When this contact has been established, the role of acting official ceases.

b. The officers to serve under conditions stated above are:

   (1) Provost and Senior Vice President
   (2) Chief Financial Officer and Vice President for Administration and Finance
   (3) Vice President for Institutional Diversity, Equity, and Community Engagement
   (4) Vice President for Research
   (5) Chief of Staff and Associate Vice President for Administration

c. The acting official has the authority to handle situations in accordance with the standard operating procedures of the institution and presidential directives applicable to the situation. The acting official is expected to work with other vice presidents, or appropriate officers, in a participative manner when an issue involves their areas of responsibilities. The person acting under this authority shall make no major, unusual, or extraordinary decisions or commitments on behalf of the institution.

d. When the president considers it necessary, a duty roster will be used to designate specific individuals to act as the campus duty officer during holidays and extended vacation-break periods. The responsibility of this officer generally is limited to serving as a central campus point of communication. This person will contact the proper person or office that has the responsibility to handle the particular message or matter that must be addressed during these periods of limited staff availability on campus.

12. **Right to Change Policy**

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.