



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 10.02: Delegation of Authority by the President**

**DATE:** December 4, 2018

**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 even-numbered years by the Vice President for Administration & Finance and Chief Financial Officer 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/her 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 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 administrators.

#### (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 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 & Natural Resources, Architecture, Arts & Sciences, Engineering, Honors, Human Sciences, Visual & Performing Arts, Media & Communication, Graduate School, School of Law, University 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.

\* The Rawls 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.”

- (b) Faculty Affairs, including appointments, promotion and tenure, awards and recognitions, and due process;
  - (c) Academic Affairs, providing oversight and coordination of curricular matters and support centers and offices such as University Writing Center, Official Publications, Academic Testing, and Commencements;
  - (d) University Programs and College Success, overseeing university studies degrees, Women’s and Gender studies, the ROTC programs, as well as offices of Student Success and Retention, University Advising, and Transfer Advising;
  - (e) Student Affairs, including the Dean of Students, Campus Life, Student Disability Services, Parent/Family Relations, University Career Center, and Office of Student Conduct, among others;
  - (f) eLearning and Academic Partnerships, comprising the Regional Sites, Worldwide eLearning, Continuing Education, the Osher Lifelong Learning Institute, and Community College Partnerships;
  - (g) The Graduate School and Graduate and Post-doctoral Affairs;
  - (h) International Affairs, including the Texas Tech Seville Center and Texas Tech University Costa Rica;
  - (i) Institutional Effectiveness, overseeing the Offices of Planning and Assessment and Institutional Research;
  - (j) Information Technology and Office of the CIO; and
  - (k) The Museum of Texas Tech, The Ranching Heritage Center, The Remnant Trust, the Humanities Center, and the Institute for the Study of Western Civilization.
- (2) Vice President for Administration & Finance and Chief Financial Officer

The President delegates to the Vice President for Administration & Finance and Chief Financial Officer the authority for management, supervision, and direction of the following areas and activities:

- (a) Controller and fiscal operations units including budget and resource planning and management, compliance, university financial services, and accounting services;
- (b) Business services units including administration and finance information systems management, student business services, procurement services, and payroll and tax services units;

- (c) Operations units including planning and administration, engineering services, utilities, building maintenance and construction, and grounds maintenance; and
  - (d) Auxiliary services operations including hospitality services, university student housing, recreational sports, student union, student health services, United Supermarkets Arena, university identification, and transportation and parking services.
- (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) Marketing and Communications; and
  - (d) Presidential Lecture and Performance Series
- (4) Vice President for Enrollment Management

The 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) Responsible Research;
- (c) Multidisciplinary Research Centers and Institutes;
- (d) Research Development Team;
- (e) Translational Research and Entrepreneurialism;
- (f) Research and Academic Communications;
- (g) Research Finance and Administration;
- (h) Environmental Health and Safety;
- (i) Commercialization; and
- (j) Faculty Affairs and Research Opportunities

(6) Athletic Director

The Athletic Director is responsible for providing leadership and direction for the university's competitive sports programs, including, but not limited to:

- (a) Complying with all NCAA, Big 12 and Texas Tech University rules, regulations, and policies;
- (b) Providing leadership that reflects a commitment and adherence to the highest standards of integrity in academic, financial, and business matters, as well as full compliance with NCAA rules and regulations and other applicable policies and state and federal law, including Title IX;
- (c) Providing leadership and sound decision-making with regard to all athletic department matters, including fiscal affairs, personnel, strategic planning, facilities, public relations, and general operations;
- (d) Leading by example in sustaining a strong commitment to an inclusive, diverse environment that best serves the needs of our student-athletes, coaches, and staff;
- (e) Providing leadership and strategic direction for fundraising (in close collaboration with the Vice Chancellor for Institutional Advancement) and revenue development;
- (f) Advancing programs, policies, and procedures that promote and support the academic success and general welfare of all student-athletes;
- (g) Representing the athletic department and Texas Tech to all internal and external constituents, including the Texas Tech Board of Regents, Red Raider Club members and the Texas Tech Alumni Association, faculty, staff, students, and members of the community;
- (h) Being actively involved in Conference and NCAA leadership opportunities, including serving on key committees and ad-hoc groups, as appropriate;
- (i) Recruiting and retaining staff who will always seek to strengthen the competitive excellence and integrity of Texas Tech's sports programs to ensure alignment with the university's educational mission, goals, and ethical standards;
- (j) Regularly evaluating departmental operations, staff, programs, academic support services, and activities to ensure all areas are effectively achieving established goals and objectives; and
- (k) Other duties as assigned by the President.

## (7) Vice President for Institutional Diversity

The Vice President for Institutional Diversity manages, supervises, and directs the following areas and activities:

Institutional Diversity, Equity, and Community Engagement support units including PEGASUS, Cross-Cultural Academic Advancement Center, Texas Tech Chess Program, Upward Bound, Mentor Tech, Institute for the Development and Enrichment of Advanced Learners (IDEAL), Office of Community Engagement, Office of Academic Enrichment, University Interscholastic League, Military and Veterans Programs, and Women's and Gender Studies.

## (8) Chief Compliance and Security Officer

The Chief Compliance and Security Officer 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, Compensation 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, Coaching, Corrective Action, and Termination](#), 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, Coaching, Corrective Action, and Termination](#).

(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/her 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/her office staff; therefore, if a matter arises that needs his/her attention, he/she 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) Vice President for Administration & Finance and Chief Financial Officer
  - (3) Vice President for Institutional Diversity
  - (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.