

Chapter 02 -- Administration

- 02.01 **Chancellor.** The chancellor is responsible for the management and operation of the TTU system administration and component institutions under the direction of the board. The chancellor is the chief executive officer of the TTU system. The chancellor reports to and is responsible to the board. The chancellor has direct responsibility for all aspects of TTU system operations.
- 02.01.1 **Appointment.** The chancellor shall be elected by the affirmative vote of a majority of the regents in office.
- 02.01.2 **Tenure.** The chancellor holds office subject to the pleasure of the board and any employment contract that may be entered into between the chancellor and the TTU system in accordance with state law.
- 02.01.3 **Primary duties.** The chancellor, where specifically delegated by the board, is authorized to exercise the powers and authorities of the board in the governance of the TTU system. The chancellor will act through the appropriate officers of the TTU system regarding the matters delegated to them. The chancellor, however, shall not be precluded from direct participation and communication with any TTU system officers, staff, faculty members, or groups. The major duties of the chancellor include:
- a. advising and counseling with the board with respect to the policies, purposes, and goals of the TTU system; acting as executive agent of the board in implementing its policies and a system of internal controls; representing the TTU system in all other respects as deemed appropriate to carry out such policies, purposes and goals, and interpreting and articulating the TTU system's academic, administrative and developmental policies, programs, needs and concerns to the general public, and to other constituencies at the community, state, regional, and national levels;
 - b. preparing a recommendation to the board for a strategic plan with clear, quantifiable (where applicable) expectations for the TTU system, revised periodically, setting forth recommenda-

- tions for capital expenditures, and the allocation of other financial resources;
- c. working actively at private fundraising to ensure that each component institution has endowments and capital contributions that will number it among the top tier of its peer institutions;
 - d. ensuring sound fiscal policies for the TTU system;
 - e. directing the management and administration of the TTU system;
 - f. presenting to the board appointments for certain officers of the TTU system as provided in Sections 02.03.1 and 02.03.2, *Regents' Rules*;
 - g. periodically reviewing the organization of the TTU system administration and the component institutions and reporting to the board recommendations for changes in organization, assignments, and procedures;
 - h. preparing and approving appropriate recommendations to the board and its standing committees along with the recommendation of the appropriate administrative officers of the TTU system;
 - i. preparing and approving annual operating budgets for the TTU system administration and the component institutions and submitting such recommendations to the board;
 - j. preparing and approving biennial legislative submissions to the legislative budget board and to the governor for the TTU system administration and the component institutions for the consideration of the board;
 - k. establishing or directing the establishment of excellent relationships with all levels of government;
 - l. ensuring that the TTU system is a leader in regional economic development in the communities in which it has a presence;

- m. directing the establishment of excellent community relations not only in those communities where the TTU system has a presence but also throughout the state; and
- n. carrying out such other duties as may be assigned by the board.

02.02 **TTU system administration.** The TTU system administration consists of the chancellor and such vice chancellors and other administrative officers and staff as the chancellor may require to carry out the duties assigned to the TTU system administration by the board. Except to the extent there is a conflict with *Regents' Rules* or with a policy issued by the TTU system, the TTU system offices and employees are subject to the provisions of the Texas Tech University Operating Policies and Procedures Manual. Consistent with the provisions of Sections 109.001 and 51.353, *Texas Education Code*, the board assigns the following responsibilities to the TTU system administration under the direction of the chancellor.

- 02.02.1 Activities coordination. Coordinating the activities of component institutions.
- 02.02.2 Plans initiation. Initiating, monitoring, approving, and coordinating short- and long-range planning for the TTU system.
- 02.02.3 Service provision. Providing for the entire TTU system the following functions:
 - a. cultural diversity, including equal employment opportunity and customer-oriented service instruction;
 - b. facilities planning and construction;
 - c. legal services;
 - d. governmental relations;
 - e. institutional advancement, fundraising, marketing, and development;
 - f. news and information; and

g. financial services and oversight.

02.02.4 Evaluation. Evaluating each component institution.

02.02.5 Performance goals achievement. Assisting the component institutions in the achievement of performance goals.

02.02.6 Other duties. Performing such other duties as may be delegated or assigned by the chancellor and the board.

02.03 **Certain administrative appointments**

02.03.1 Chancellor's appointments.

a. The chief financial officer, vice chancellors and other TTU system administration officers shall be appointed by the chancellor with prior notification to the board.

b. The vice chancellor and general counsel of the TTU system (the "general counsel") shall be appointed by the chancellor with prior notification to the board. The general counsel shall provide legal representation and counsel to the TTU system. The general counsel shall report directly to the chancellor and have access to the board, and the board shall have access to the general counsel. With the prior approval of the board, the chancellor may dismiss or reassign the general counsel without cause.

c. Presidents.

(1) Appointment. The presidents of the TTU system shall be appointed by the chancellor with the prior approval of the board. If the appointment of an interim or acting president must be made to fill a vacancy and it is not feasible to delay the appointment until the board is able to grant its prior approval at a regular or special called board meeting, the chair may authorize the chancellor to appoint an interim or acting president, subject to prior notice to the board and ratification by the board at the earlier of the

next regular meeting or a special meeting called at the earliest possible date.

- (2) Reporting. The presidents shall serve under direction from the chancellor.
- (3) Dismissal or reassignment. With the prior approval of the board, the chancellor may dismiss or reassign a president for good cause or without cause.

d. Any multi-year employment contract, employment contract modification, or contract extension related to the officers addressed in Subsections a., b., and c., herein, shall be approved by the chancellor with prior review and advice by the board.

02.03.2 Presidents' appointments. The provosts, vice presidents, vice provosts, deans of schools and colleges, director of intercollegiate athletics, and head coaches of intercollegiate athletics programs shall be appointed by the president with prior approval of the chancellor and prior notification to the board. Any multi-year employment contract, employment contract modification, or contract extension related to persons filling such positions shall be approved by the president with prior approval of the chancellor and prior notification to the board.

02.03.3 Performance evaluations.

- a. Chancellor. The performance of the chancellor will be reviewed annually by the board.
- b. Presidents. Annually, the chancellor will present to and discuss with the board the chancellor's evaluation of the performance of the presidents. Subsequent to the chancellor's review with the board, the chancellor's evaluation of a president may be modified if such action is deemed appropriate.
- c. TTU system administration officers. Annually, the chancellor will review with the board the chancellor's evaluations of the performance of the chief financial officer, vice chancellor and

general counsel, vice chancellors, and other TTU system administration officers.

- 02.03.4 Chancellor's salary. The salary of the chancellor, any supplement thereto, and any emoluments or other benefits to the office shall be determined by the board.
- 02.03.5 Salary of presidents. The salary of the presidents, any supplement thereto, and any emoluments or other benefits to the office shall be determined by the chancellor, with prior review and advice by the board.
- 02.03.6 TTU system administration officer salaries. The salaries of the chief financial officer, vice chancellor and general counsel, vice chancellors, and other TTU system administration officers shall be set by the chancellor with prior notice to the board.
- 02.03.7 Time of salary actions. Salary actions related to the chancellor, chief financial officer, vice chancellor and general counsel, vice chancellors, other TTU system administration officers, and the presidents shall take place at the same meeting as, and in conjunction with, the performance reviews outlined in Section 02.03.3, *Regents' Rules*.
- 02.03.8 Component institution officer salaries. The salaries of the provosts, all vice presidents, vice provosts, and deans of colleges and schools of the component institutions shall be set by the presidents with prior approval of the chancellor and prior notification to the board.
- 02.03.9 Certain administrator contracts. The terms, conditions, and stipulations of any employment agreement or contract between the TTU system and the chancellor or any other principal officer of the TTU system thereof shall be in writing and duly recorded in the minutes of the board.

02.04 Component institution presidents

- 02.04.1 Chief executive officers. The president of each component institution of the TTU system is the chief executive officer of that institution and reports to and is responsible to the chancellor. The president serves without fixed term, subject to the pleasure of the chancellor, subject

to Section 02.03.1.c., *Regents' Rules*, and any employment contract that may be entered into between the president and the TTU system in accordance with state law.

- 02.04.2 Presidents' authority. Within the policies and regulations of the board and under the supervision and direction of the chancellor, the president has general authority and responsibility for the administration of the component institution. Specifically, the president is expected, with the appropriate participation of the staff, to:
- a. develop, administer, and coordinate all operations and programs of the component institution;
 - b. develop and administer policies relating to students, and where applicable, to the proper management of services to patients;
 - c. ensure that all facets of the component institution provide a customer service orientation to its internal and external constituencies;
 - d. ensure that the component institution provides a high quality of educational curriculum and faculty for the benefit of its students;
 - e. recommend operating budgets and supervise expenditures under approved budgets;
 - f. nominate all members of the faculty and staff under the jurisdiction of the president, and make recommendations to the board for the award of tenure for faculty members;
 - g. maintain efficient personnel programs;
 - h. ensure the proper administration of the financial affairs of the component institution, including the accounting, financial oversight, and financial report preparation functions required;
 - i. prepare and submit to the chancellor the operating policies, procedures, rules, and regulations for the governance of the component institution, provided that any policy, procedure, rule, or

regulation in any such institutional operating manuals that is in conflict with any policy, procedure, rule, or regulation in the *Regents' Rules*, is null and void and has no effect;

- j. assume initiative in developing long-range and strategic plans for the program of the component institution, and, in the case of TTU, develop a plan to cause TTU to be numbered among the top public research institutions in the country;
- k. work actively to ensure that the component institution acquires the necessary public and private resources for successful achievement of its goals and objectives; engage in fundraising activities that increase the institution's endowment and address the needs of all the institution's schools and colleges in accordance with policies and procedures established by the chancellor and the *Regents' Rules*;
- l. in the case of component institutions with intercollegiate athletic programs, provide for the proper administration and oversight of the operations of the Department of Athletics, and ensure that the university's intercollegiate athletic programs and activities adhere to the highest standards of integrity and the rules and requirements of the National Collegiate Athletic Association and the athletic conference of which the institution is a member;
- m. develop and implement plans and policies to ensure that the component institution remains in compliance with any accreditation requirements appropriate to the institution or its programs, including, for the health components and those academic components with student health services, the accreditation of hospitals, clinics, and patient-care facilities; and
- n. carry out all other duties and responsibilities assigned to the president by the board or the chancellor.

Index of Chapter 02 amendments adopted since December 12, 2008:

<u>Section</u>	<u>Date</u>	<u>Description of Amendment</u>
02.03.1.c	12-17-09	For the appointment of presidents, flexibility was added regarding the appointment of an interim president during periods between Board meetings.
02.03.3	12-17-09	A clarification was made regarding the process of annual performance evaluations of the chancellor, presidents, and certain TTUSA administrative officers. The revision continues current practices in conducting such performance evaluations.