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## 1.01 INTRODUCTION

The University of Texas at Tyler Handbook of Operating Procedures provides information to university personnel regarding policies and regulations that are of particular relevance to the operation of the university. Since policy development is a continuing process, periodic handbook modifications may be required. Moreover, faculty and staff members will find it necessary to refer to other documents such as the general catalog, institutional bulletins, communications from the vice presidents, policy memoranda from the President's office, etc., for additional information.

The U.T. Tyler Handbook of Operating Procedures has been written in accordance with the Rules and Regulations of the Board of Regents of The University of Texas System and is intended to supplement and expand on the Regents' Rules and Regulations, but not in any way to replace them.

***The University has and expressly retains the right unilaterally to modify or amend this handbook, at the University's sole discretion, with or without notice to employees.***

## 1.02 BOARD OF REGENTS

### Officers

James R. Huffines, Chairman  
Rita C. Clements, Vice-Chairman  
Woody L. Hunt, Vice-Chairman  
Cyndi Taylor Krier, Vice-Chairman  
Francie A. Frederick, Counsel and Secretary

### Members

#### **Terms scheduled to expire February 1, 2005\***

Robert A. Estrada, Fort Worth  
Woody L. Hunt, El Paso  
Robert B. Rowling, Dallas

#### **Terms scheduled to expire February 1, 2007\***

Rita C. Clements, Dallas  
Judith L. Craven, M.D., Houston  
Cyndi Taylor Krier, San Antonio

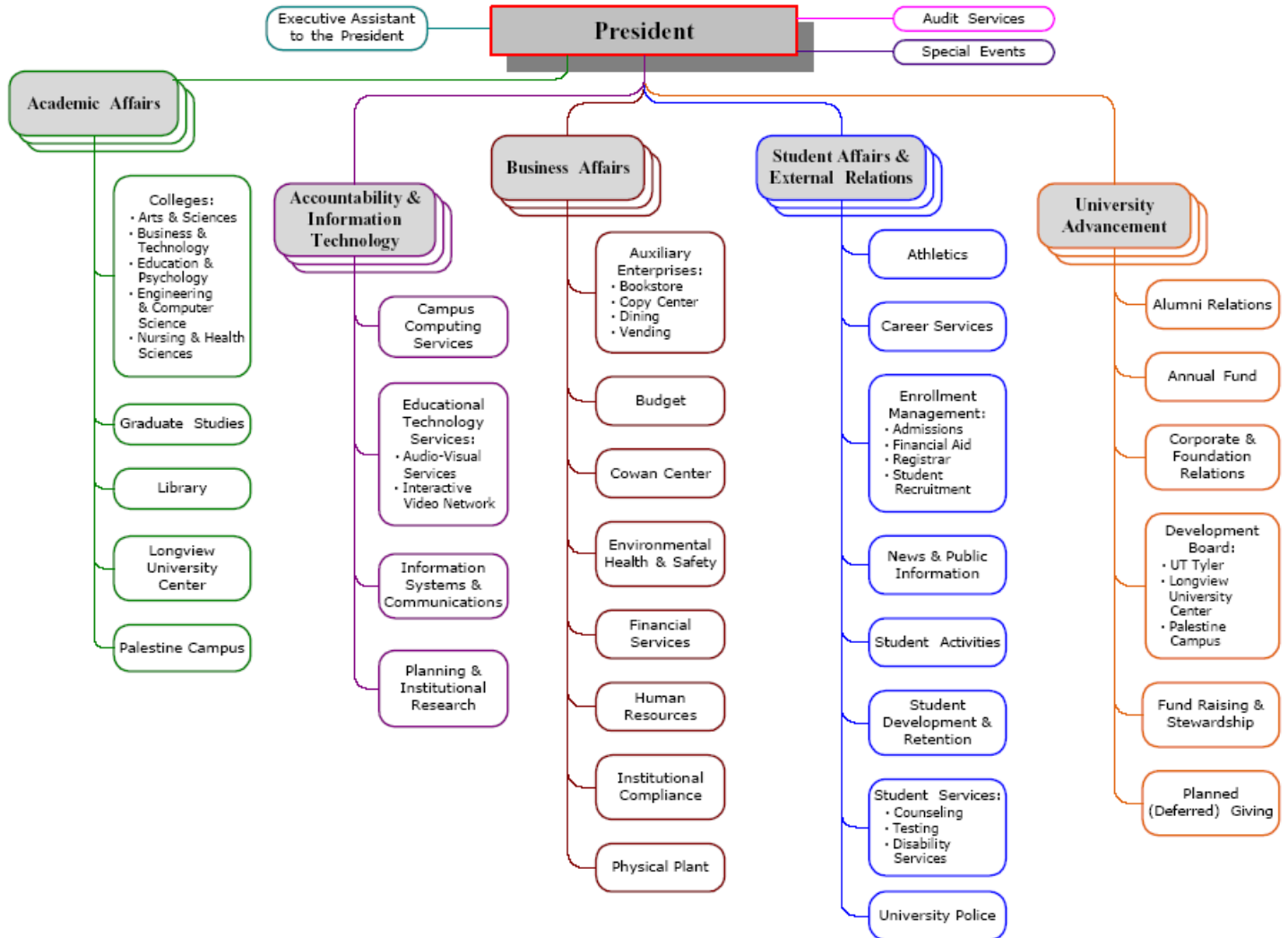
#### **Terms scheduled to expire February 1, 2009\***

John W. Barnhill, Jr., Brenham  
H. Scott Caven, Jr., Houston  
James R. Huffines, Austin

\*The actual expiration date of the term depends on the date the successor is appointed, qualified, and takes the oath of office.

# 1.03 ORGANIZATION CHART

The University of Texas at Tyler  
June 2003



## 1.04 MISSION STATEMENT

The University of Texas at Tyler is a comprehensive, coeducational institution of higher education offering undergraduate and graduate degree programs as a component of the renowned University of Texas System. The University of Texas at Tyler's vision is to be nationally recognized for its high quality education in the professions and in the humanities, arts and sciences, and for its distinctive core curriculum. Guided by an outstanding and supportive faculty, its graduates will understand and appreciate human diversity and the global nature of the new millennium. They will think critically, act with honesty and integrity, and demonstrate proficiency in leadership, communication skills, and the use of technology.

The University is committed to providing a setting for free inquiry and expects excellence in the teaching, research, artistic performances and professional public service provided by its faculty, staff and students. As a community of scholars, the University develops the individual's critical thinking skills, appreciation of the arts, humanities and sciences, international understanding for participation in the global society, professional knowledge and skills to enhance economic productivity, and commitment to lifelong learning.

Within an environment of academic freedom, students learn from faculty scholars who have nationally recognized expertise in the arts and sciences, and in such professions as engineering, public administration, education, business, health sciences, and technology. The faculty engages in research and creative activity, both to develop and maintain their own scholarly expertise and to extend human knowledge. The results of that research and other creative efforts are made available to students in the classroom and to the general public through publication and public service activities. The institution also seeks to serve individuals who desire to enhance their professional development, broaden their perspectives, or enrich their lives.

## 1.05 ADMINISTRATIVE OFFICERS

**A. President.** The President, as chief administrative and academic officer, has general authority and responsibility for administration of the University acting within the policies and Regents' Rules and Regulations of The University of Texas System Board of Regents and under direction of the Executive Vice Chancellor for Academic Affairs. The responsibilities of the President, with appropriate staff participation, include:

- developing and administering plans and policies for the program, organization and operation of the institution;
- general administration of System policy within the institution;

- planning and administering academic and physical plant development;
- nominating all faculty and staff and recommending their promotion, retention or dismissal for cause, as well as administering other aspects of university personnel programs with appointments in accordance with Part One, Chapter 11, Section 5 of the Regents' Rules and Regulations;
- developing and administering policies relating to students;
- preparing and recommending appropriate operating budgets and supervising expenditures of approved budgets;
- administering business affairs, plant and property efficiently;
- administering all faculty, staff and student committees; and
- administering university relations, public, legislative, community and alumni.

The President also presides over meetings of the Academic Council, President' s Council, faculty and staff and serves as ex officio member of each college faculty.

**B. Assistants to the President.** The Assistants to the President serve as a liaison between University agencies and the President, act in behalf of the President as delegated and represent the President as appropriate.

**C. Provost and Vice President for Academic Affairs.** The Provost and VPAA, within System policies and regulations and under the direction of the President, is responsible for the overall direction of academic planning, curriculum development, class scheduling, faculty recommendations, learning resources, library services, institutional research, and international education programs. The Provost serves in an advisory role to the President in academic decision making and is responsible for policy development related to the operation of the academic affairs area including academic programs and budgets. The Provost presides over meetings of the Council of Academic Deans.

**D. Vice President for Business Affairs.** The Vice President for Business Affairs is responsible, within System policies and regulations and under the direction of the President, for the management and administration of accounting and financial reporting, budget preparation and control, preparation of appropriation requests of the state legislature, personnel services, data processing services, purchasing, inventory, investment management, internal auditing, physical plant operating and construction management, university police, telecommunications and other duties and responsibilities as assigned.

**E. Vice President for University Advancement (VPUA).** The Vice President for University Advancement is an administrative officer who reports directly to the President. The VPUA is responsible for the management and

administration of development, alumni relations, and annual fund activities; development of fund raising priorities, strategies, and plans; and the identification, qualification, cultivation and solicitation of individuals, corporations, and foundations who would invest in institutional development priorities. The VPUA provides key administrative support to the Development Board, as well as institutional volunteers and advocates seeking to generate external interest and investment. The VPUA serves in an advisory role to the President and the Chairman of the Development Board in all fund raising matters and otherwise seeks to generate external investment for student scholarships, faculty professorships and chairs, student and faculty excellence funds, and buildings and physical facilities.

**F. Vice President for Student Affairs and External Relations.** The

VPSA, within System policies and regulations and under the direction of the President, is responsible for management and administration of student services and programs including admission, financial aid, registration and records, counseling, career services, academic enrichment, student organizations, new student orientation and student development and retention initiatives. The VPSA is also responsible for intercollegiate athletics, news and information, and advising the President in student services, student life and University communications decision-making.

**G. University Council.** The University Council meets once per month and is composed of the President, each Vice President, the Deans, all Directors/Supervisors, the current and immediate past Faculty Senate Presidents, the Chief of Police, and the Student Government Association President. The Council is responsible for exchanging important information about activities and opportunities that affect the University, and reports to the Academic Council or appropriate Vice President regarding issues in need of attention, including approaches for dealing with those issues, such as suggesting appropriate offices which might initially address them.

**H. Academic Council.** The academic council meets once per month and is the University's central planning body and assists the President on matters related to academic planning and resources and other such matters as may be brought before the Council by the President. The Academic Council reviews recommendations made by the University Council and the various university committees (through the appropriate administrator) as referred by the President, who chairs the Council. The Academic Council shall consist of:

- President
- Provost and Vice President for Academic Affairs
- Vice President for Business Affairs
- Vice President for University Advancement
- Vice President for Student Affairs and External Relations
- Dean of College of Arts and Sciences

- Dean of College of Business and Technology
- Dean of College of Education and Psychology
- Dean of College of Engineering and Computer Science
- Dean of College of Nursing and Health Sciences
- Dean of Enrollment Management
- Director of the Library
- Director of Planning and Institutional Research
- Director of the Longview University Center
- Administrative Services Officer of the Palestine Campus
- Faculty Senate President
- Faculty Senate Past President
- President of the Student Government Association

**I. President's Council.** The President's Council meets twice per month, includes the university leadership and serves as the primary internal advisory body for the President. The Council's meetings provide a forum for discussing significant policy issues and recommending alternative solutions to problems. The President's Council shall consist of:

- President
- Provost and Vice President for Academic Affairs
- Vice President for Business Affairs
- Vice President for University Advancement
- Vice President for Student Affairs and External Relations
- Dean of College of Arts and Sciences
- Dean of College of Business and Technology
- Dean of College of Education and Psychology
- Dean of College of Engineering and Computer Science
- Dean of College of Nursing and Health Sciences
- Dean of Enrollment Management

**J. Staff Advisory Council.** The Staff Advisory Council is an advisory body of U. T. Tyler through which staff members may make recommendations to the President relative to interests, concerns, and issues affecting the life and future of the University.

Specifically, the U. T. Tyler Staff Advisory Council will:

- inform and advise the President on university issues from the staffperspective;
- develop ideas for improving U. T. Tyler services so that those services become recognized as the best in the State;
- promote a positive, caring atmosphere throughout the workplace;
- strive to foster pride in the university and unity of purpose;
- further the professional development of staff members;
- suggest ways to reward outstanding performers among the staff;
- direct Staff Appreciation Week each spring; and
- inform, advise and otherwise act on specific issues at the request of the President.

**K. Deans of Colleges.** Deans of colleges are responsible to the President through the Provost and Vice President for Academic Affairs and comprise an advisory committee in all matters relating to curriculum and instruction.

Deans are the administrative heads of their respective colleges and their responsibilities include the coordination and supervision of the instructional programs in their colleges. The deans recommend faculty appointments, promotion, reemployment and tenure. Deans supervise the preparation of annual instructional budget proposals and are responsible for the expenditures of the college budgets after approval.

Also, deans recommend course offerings and teaching assignments in the colleges and coordinate the evaluation of instructional effectiveness and student progress. Deans supervise the preparation and periodic revision of course syllabi in the colleges, development of proposals for new degree programs, and the selection of titles to be purchased for the library. Deans also approve purchase of instructional equipment and materials, travel allocations and leave requests.

**L. Chairs of Departments.** Department chairs are responsible directly to the deans of the respective colleges. Chairs are the instructional leaders of the departments and assist the deans in matters of instructional administration within the colleges.

Department chairs supervise the instructional programs in the departments and submit to the deans recommendations for annual instructional budgets for the departments. Chairs also coordinate execution of the budget after approval. The chairs make recommendations to the deans for faculty appointments, promotions and reemployment within the departments and for course offerings and teaching assignments in these departments. Chairs evaluate the instructional effectiveness of the departments' teaching staffs, make required reports to the deans, supervise the preparation and revision of syllabi for

departmental course offerings, and initiate requests for new course offerings and new degree programs.

**M. University Committees.** Appointments to University Committees are made by the President unless otherwise specified. The President and Vice Presidents serve as ex officio members of all University Committees. The Committees report to the President through appropriate deans and/or Vice Presidents. Committees will be composed of faculty, staff, students and administrators as appropriate.

- (1) Admissions. The Admissions Committee is responsible for reviewing and recommending appropriate changes to undergraduate admission policies and procedures. The Committee reports to the President through the Faculty Senate.
  
- (2) Americans with Disabilities Act Title II. The Americans with Disabilities Act Title II Committee is responsible for ensuring that U.T. Tyler is in compliance with the established guidelines of this act. The committee submits recommendations and plans for implementation or evaluation to the President for review and approval.
  
- (3) Animal Care and Use. The Animal Care and Use Committee is responsible for reviewing research projects involving animals to assure the University is in compliance with state and federal
  
- (4) Arts and Performance Center Fee. The Arts and Performance Center Fee Committee recommends a budget for the expenditure of the funds generated by the Arts and Performance Center Fee.
  
- (5) Calendar. The Calendar Committee is responsible for the development of the annual University academic calendar. The Committee reports to the President through the Faculty Senate.
  
- (6) Commencement. The Commencement Committee is responsible for the planning and execution of all commencements at the University. Commencements are conducted in May, August and December each year and include all students who have completed degree requirements since the last commencement.

- (7) Core Curriculum. The Core Curriculum Committee is responsible for developing core curriculum requirements, for approving courses that may be used to satisfy the requirements and for on-going evaluation of the effectiveness of the core. The Committee reports to the President through the Faculty Senate. All core curriculum proposals and changes shall be submitted to the Provost & Vice President for Academic Affairs for final approval.
  
- (8) Council for Educator Preparation Programs. The Council provides a forum for communication among units regarding teacher education programs, advises the appropriate deans and departments on educator preparation issues, recommends policies regarding teacher preparation programs and reviews proposed new programs. The Council also recommends approval of candidates for admission to student teaching.
  
- (9) Drug-Free Campus. The Drug-Free Campus Committee is responsible for ensuring compliance with the *Drug-Free Workplace Act of 1988* (41 U.S.C.A., Sections 701-707).
  
- (10) Distance Learning. The Distance Learning Committee recommends policies and procedures regarding distance learning programs of the University. The committee studies, evaluates and makes recommendations concerning both short-range and long-range programs.
  
- (11) Faculty Awards. The Faculty Awards Committee makes recommendations to the President regarding special awards and nominations for faculty. The committee is responsible for the periodic review of the procedures and policies for selecting faculty award winners and nominees. Proposals are reviewed by the awards committee and recommendations forwarded to the Provost and Vice President for Academic Affairs for final approval by the President.
  
- (12) Faculty Research. The Faculty Research Committee reviews proposals from faculty for support of research projects. Committee recommendations are forwarded to the Provost and Vice President for Academic Affairs. The Committee also advises on programs and policies to enhance faculty research.
  
- (13) Graduate Council. The Graduate Council is responsible for all matters relating specifically to graduate programs including

admission, curricula, programs, policies and procedures, and evaluations. All graduate curriculum proposals and changes shall be submitted to the Provost & Vice President for Academic Affairs for final approval.

- (14) Institutional Review Board. The Institutional Review Board is responsible for evaluating all research projects involving human subjects conducted at U.T. Tyler or by U.T. Tyler faculty, staff or students, before the projects are initiated.
- (15) Information Technology Advisory. The Information Technology Committee Advisory recommends policies and procedures regarding the joint administrative and academic use of all University computer facilities and equipment. The committee studies, evaluates and makes recommendations concerning both the short-range and long-range computer needs of the University.
- (16) International Studies and Intercultural Affairs. The Intercultural Affairs and International Studies Committee is responsible for recommending, approving, coordinating and implementing programs for students, faculty and staff to ensure better understanding of multicultural differences and concerns. The Committee also reviews, evaluates and makes recommendations on proposed curriculum and/or activities associated with international programs.
- (17) Internal Audit. The Internal Audit Committee provides direct communication between the component internal audit department and UT System auditors and senior management. Functions include approval of the annual audit plan, consideration of work schedules and activity reports, and discussion of results of audits including significant audit findings and recommendations.

- (18) Library. The Library Committee works closely with the University librarian to advise the President on all matters related to library operations.
- (19) Recruitment. The Recruitment Committee reviews the recruitment plans of the Office of Enrollment Management, provides input into the recruitment planning process and evaluates the results of the recruitment efforts.
- (20) Safety. The Safety Committee monitors and makes recommendations to the University administrators concerning campus wide safety and environmental regulatory compliance issues and related health and safety matters.
- (21) Scholarship. The Scholarship Committee recommends policies concerning the application, selection, and awarding of University' s scholarships.
- (22) Space Allocation. The Space Allocation Committee monitors space use on campus and makes recommendations on the allocation of new space and the reallocation of existing space.
- (23) Staff Personnel Advisory. The Staff Personnel Advisory Committee advises the President through the chief fiscal officer regarding staff personnel policy development and administration.
- (24) Standards. The Standards Committee is responsible for all undergraduate policies on matters affecting academic standards not specifically assigned to other committees. This includes issues such as grading policies, graduation requirements and academic honors. The Committee reports to the President through the Faculty Senate.
- (25) Status of Women and Minorities. The Status of Women and Minorities Committee advises the President on the full range of issues relating to the employment, retention and promotion of women and minorities.
- (26) Student Affairs Advisory Committee. The Student Affairs Advisory Committee advises University administration on student life with special attention to student retention.

- (27) Student Services Fee Advisory. Established by law, this committee advises the administration on the type, amount and expenditure of compulsory fees for student services. The committee reviews proposed expenditures during each budget cycle and submits recommendations to the President.
- (28) Student Financial Aid Appeals Committee. The Student Financial Aid Appeals Committee reviews and renders opinions on student petitions of University-established policy concerning financial aid eligibility or practice.
- (29) Student Judicial Hearing Officer Panel. The Student Judicial Hearing Officer Panel members serve as hearing officers in cases of alleged violation by students of System and University rules. Such hearings are conducted as described in the Rules and Regulations of the Board of Regents, Part One, Chapter VI, Sec. 3.5.
- (30) Undergraduate Curriculum. The Undergraduate Curriculum Committee reviews and makes recommendations on all proposed new, and substantive changes to existing undergraduate courses and degree programs. The Committee reports to the President through the Faculty Senate. All undergraduate curriculum proposals and changes shall be submitted to the Provost & Vice President for Academic Affairs for final approval.

**N. Citizens Advisory Committees.** U.T. Tyler is committed to serving the needs of the East Texas community in an effective manner through its academic programs. The development of strong academic programs that fulfill needs is dependent upon accurate assessment of employment opportunities, definition of community needs and design of curriculum. Area citizens, by virtue of specialized knowledge and expertise, can often provide special assistance in this process through service on advisory committees. Such committees serve in an advisory capacity only and have no administrative authority.

The President authorizes all advisory committees and makes all appointments. Recommendations for establishing advisory committees may be made to the President by a college or department. The size of the committee is to be determined by the dean or chair based upon the particular function to be served. Committee members are to be recommended for appointment by the dean or chair to the President. Invitations to membership are to be extended by the President of the University. Committee members are to be appointed for up to two years, but are eligible for reappointment.

## **1.06 EVALUATION OF ACADEMIC ADMINISTRATORS**

The periodic evaluation of academic administrators is intended to serve a variety of purposes. Foremost among them is to provide a mechanism to facilitate the development of administrative excellence. The evaluation is intended to assist in identifying: (1) those areas of performance which are strong; (2) those areas of performance in which improvement are needed; (3) those aspects of the position which contribute to or hinder administrative performance. Having identified areas in need of improvement the subject of the evaluation will be able to develop realistic short and long-range goals for improvement. The periodic nature of the evaluation will provide a means of assessing both the extent to which superior performance and skill areas are capitalized on and the extent to which progress toward needed improvements has been made.

The annual evaluation of each academic administrator is the responsibility of the individual's immediate supervisor. In addition, every four years there shall be a more extensive evaluation conducted by the supervisor which must provide an opportunity for input by all faculty members in the unit(s) reporting to or directly affected by the administrator. The manner of the review should be agreed upon in advance by the administrator and the supervisor. While the opinions and participation of the faculty are of major importance, the supervisor may solicit input from any source, including staff and students, he/she believes may contribute to the evaluation.

After completion of the evaluation, the supervisor will prepare a draft of the report, discuss it with the administrator, make revisions if appropriate and forward it through channels to the President. Consistent with the purpose of the evaluation, the final report will be distributed only to the person being evaluated and to those administrative officials to and through whom the report is submitted.



