

A. Purpose

The purpose of this Policy is to... **(include rule or law the policy implements)**

B. Persons Affected

This Policy applies to all individuals associated with or on the premises of the University, including without limitation Employees, students, visitors, volunteers, contractors, or vendors.

C. Definitions

1. XXXXXX: **(numbering isn't bold, left justified)**
2. **(no numbering if only one definition)**

D. Policy

D.1. President **(main heading, bold, each word capitalized, no period)**

1. XXXXXX and xxxx. **(short title, bold, first letter capped, period, left justified)** The President reports to and is responsible to the Chancellor of the University of Texas System (UTS).
2. XXXXXX. The President serves without fixed term, subject to the pleasure of the Chancellor, following an opportunity for input by the appropriate executive vice chancellor and subject to the approval of the Board of Regents.
 - a. XXXXX. **(short title, bold, first letter capitalized, period)**
 - b. XXXXX.
 - i. XXXXX **(no title, no bold)**
 - ii. XXXXXX
 - 1) XXXXXX
 - 2) xxxxxx
 - (a) xxx
 - (b) xxxx
 - (i) xxxxxx

D.2. Other Administrative Officers

Other administrative officers are represented in the University's organizational chart. Administrative officers serve at the pleasure of the President without fixed term and perform such duties as assigned by the President. University administrative officers, structure and titles are subject to the pleasure of the President, in accordance with Regents' Rule 20102. **(hyperlink on sources)**

E. Reference Documents and Authority

Regents' Rule 20102: Appointment of Institutional Administrative Officers **(full rule name, not bold, hyperlinked)**

F. Review Responsibilities and Dates

The Divisional Head for this Policy is the President, and this Policy shall be reviewed every five (5) years or sooner, if necessary.

AMENDED: 04/2023 **(all capitals, month and year of date)**