

04.300 Institution Presidents

04.301 Role. The President is the chief executive officer of the Institution and reports to the Chancellor.

04.302 Primary Duties and Responsibilities. Subject to the policies and rules of the Board and under the direction of the Chancellor, the President has general authority and responsibility for the administration of the Institution. The President is authorized to delegate any of the assigned duties and authorities except as restricted by the Board or the Chancellor. Specifically, the President of each Institution shall:

1. develop and administer plans and policies for the program, organization, and operation of the Institution and recommend to the Chancellor and the Board the appropriate goals, purposes, and role and scope for the Institution;
2. develop annual budgets for operations and capital improvements and submit such budgets to the Chancellor for recommendation and action by the Board;
3. administer the business and financial management of the Institution, including budget preparation and implementation, financial and property accounting, the review of all expenditures and bills presented for payment, proper recording and reporting of all student-derived revenues, oversight of all state and federal funds received, and the preparation of such financial reports as may be required;
4. develop procedures and standards for personnel administration, including employment, wage and salary administration, directing and evaluating the performance of administrators and staff who report directly to the President, pay plans and classification, promotion and tenure, termination, and conditions of employment in conformity with

law and the policies, practices, and procedures of the System;

5. provide for the operation and maintenance of the physical plant, the purchase of supplies and equipment, and the maintenance of appropriate inventories and records of real and personal properties under the jurisdiction of the Institution;
6. direct the planning, supervision, and execution of those construction and renovation projects that are the responsibility of the Institution under Board policy and recommend to the Chancellor projects requiring System and/or Board approval;
7. recommend to the Chancellor financing plans for major construction and renovation projects. Sources of funds may include tuition revenue bonds, HEAF allocations, gifts, and other component Institution-approved funds;
8. communicate the policies and actions of the Board and Chancellor to the students, faculty, and staff, and the needs of students, faculty, and staff to the Board and the Chancellor;
9. develop and administer policies, programs, and services relating to students. Such supervision includes, but is not limited to, recruitment of students, admissions, registration and records, academic advising, counseling, housing, scholarships and financial aid, student activities and services, placement, international students, and evaluation and certification of academic credit from other Institutions;
10. develop and administer policies and programs relating to the proper management of services to patients, where applicable;
11. cause to be prepared and submitted to the General Counsel for approval the rules and regulations for the governance of the Institution and any related amendments. Such rules and regulations shall constitute the governing policies for the Institution. As appropriate, consultation with the faculty, staff,

and student governance bodies for the Institution will be sought for all significant policy changes;

12. develop and maintain a current strategic plan with clear indications of the intended improvements of administrative, academic, and student programs, including quantifiable expectations where possible and recommendations for new areas of service and a corresponding allocation of resources and capital expenditures;
13. assume active leadership in developing private fund support for the Institution to obtain adequate endowments and capital contributions to achieve the goals expressed in strategic plans, in accordance with policies and procedures established in these Regents Rules.
14. develop and implement plans and policies to ensure that the Institution remains in compliance with any accreditation requirements appropriate to the Institution or its programs, including, for the health Institutions and those academic Institutions with student health services, the accreditation of clinics and patient-care facilities;
15. develop and recommend to the Chancellor and Board legislative budget requests;
16. establish such degree and other programs as are necessary to achieve the mission of the Institution and fulfill its professional, academic, research, and service goals and submit requests for new degree-granting programs through the Chancellor to the Board for approval and submission to the Texas Higher Education Coordinating Board;
17. encourage joint academic programs and other forms of collaboration among the Institutions to enhance quality and maximize use of academic and other resources;
18. within the authority delegated by the Board, appoint, evaluate, promote, transfer, and terminate the Institution's employees in accordance with Institution policies;

19. recommend to the Board through the Chancellor candidates for faculty tenure and promotion;
20. within the authority delegated by the Board, execute contracts, memoranda of agreement, and other legal documents for the Institution that are financially and legally sufficient;
21. support the Chancellor in governmental relations activities with the legislature and other federal, state, and local entities;
22. recommend to the Chancellor proposals, policies, and other matters to be considered by the Board;
23. represent the Institution before the Texas Higher Education Coordinating Board as necessary;
24. provide leadership and oversight of effectiveness efforts, ensuring evaluation results are linked to planning;
25. promote diversity within the Institution and support equity and diversity programs; and
26. perform other duties as assigned by the Board or the Chancellor, or as would normally be assigned to the chief executive officer of such an Institution.

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Revised: