

Sul Ross State University

Position Description

Official Title: President
Salary Group: Unclassified

Job Code: 1100

Summary

Function: Chief Executive Officer.

Scope: Includes Sul Ross State University and Sul Ross State University Rio Grande College.

Duties

Essential: Developing and maintaining efficiency and excellence within the University. All administrative channels - academic, student, and fiscal - are ultimately responsible to the President who accepts responsibility for all facets of the University's operations. The President speaks for the University in its relations with the Texas Higher Education Coordinating Board, with members of the State Legislature, and with the Governor and the Governor's staff.

Shall be answerable to the Board of Regents and shall have discretionary powers broad enough to effectively administer the University within the policies and guidelines as set forth by the Board of Regents. The President shall have such powers as may be from time to time delegated by the Board.

Shall be prepared to make recommendations to the Board on University matters which require Board approval.

Shall interpret the System policies to the faculty and staff and interpret the University's programs and needs to the Board. The President shall at all times also represent and interpret the University's programs, needs and interests to the public.

Shall recommend appropriate operating budgets and supervise expenditures under approved budgets.

Shall nominate to the Board the appointment and reappointment of all members of the faculty and administrative officers and recommend such individuals for promotion, retention, or dismissal.

Shall develop and maintain efficient personnel programs for all employees, including faculty and administrative officers.

Shall insure efficient management of business affairs and physical property and shall recommend additions and alterations to the physical plant as provided by the System RULES AND REGULATIONS.

Shall serve as presiding officer at official meetings of faculty and staff of the University and as ex officio member of each college or school faculty within the University.

Shall appoint or establish procedures for the appointment of all faculty, staff, and student committees.

Shall cause to be prepared and submitted to the System Administrative Office for review the faculty, staff and student handbooks for the governance of the University.

Shall assume initiative in developing long-range plans for all University programs and the physical facilities of the University.

Shall assume active leadership in developing private fund support for the University.

May suspend, without prior notice or hearing, and immediately remove from the University, any employee or student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the University. The President shall, as soon as possible, notify the General Counsel of such action. In such cases, the President will set a hearing before the appropriate administrator or committee on the employee's or student's case as soon thereafter as is practicable unless otherwise waived by the employee or student.

Shall have the ultimate responsibility for the proper administration of all University contracts, agreements, or purchases which are delegated to the President under the System RULES AND REGULATIONS.

Authority to employ campus security or police personnel and to commission them as peace officers. The President shall report such actions under this section to the Board at its next regularly scheduled meeting.

Authority to promulgate rules and regulations governing the operation and parking of vehicles on property under University control, including authority to fix vehicle registration fees and schedules of penalties.

Authority to fix the rate of other incidental fees charged under the authority of Tex. Educ. Code Ann. sec. 54.504. Such fees include but are not limited to library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, application processing fees, laboratory breakage charges, bad check charges, schedule change fees, late registration fees, computer service fees, special courses or programs which are fully paid by privately funded scholarship, and installment fees within the limits set by Chapter VI, Section 3.41 of these RULES AND REGULATIONS.

Authorized to accept grants and contracts and enter into agreements involving the furnishing of educational services with the various agencies of the Federal and State Governments and Foundations, and authorized to advance funds as necessary to finance federal grants and contracts which are on a reimbursement basis provided the University will be reimbursed by the agencies for any cost resulting from such grants or contracts.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Board of Regents.

Given: Vice Presidents and other reporting directly to the President.

Education

Required: Background and experience commensurate with the position.

Experience

Required: Ten years progressively responsible supervisory position in higher education.

Preferred: Five years as a Vice President or equivalent in higher education.

Equipment/Skills

Preferred: Computer skills.

Working Conditions

Usual: Office conditions; exempt from overtime provisions. Position is Security Sensitive. The President is required to live in the President's home on the University campus as a condition of employment for the convenience of the University to be present and available for services whenever on campus.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: November 16, 1998