

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Statement of Governance

SRSU Policy ID: APM 1.11

Policy Reviewed by: Executive Council

Approval Authority: President of the University

Approval Date: December 1, 2024

Next Review Date: December 1, 2029

A. Statutory Authorization and Board of Regents

Sul Ross State University is a multipurpose state university offering programs of both general and special learning at the undergraduate and graduate levels.

The organization, control, and management of Sul Ross State University are vested by the State of Texas in the Board of Regents, Texas State University System. The nine members of the Board are appointed by the Governor with the advice and consent of the Texas Senate. The office of the Board is in Austin, and Sul Ross State University is one of seven universities and colleges which make up the Texas State University System.

B. University Policies and Procedures

University policies and operating procedures are addressed in four principal publications: the Administrative Policy and Procedure Manual, the Faculty Handbook, the Student Handbook, and the Undergraduate and Graduate Catalog. These publications are widely available on campus, online, and are on file in the Wildenthal Memorial Library. They are reviewed and revised on a regular basis to ensure compliance with the Texas State University System Rules and Regulations. All revisions and additions between publications dates should be completed with the date of implementation clearly noted in the policy and should be circulated to all individuals and departments who maintain these publications. Policy publications are to be reviewed annually. The entire Administrative Policy and Procedure Manual will be republished, at a minimum, every five years.

C. President of the University

The President of Sul Ross State University is the chief executive officer of the institution and reports directly to the Board of Regents. The President serves at the pleasure of the Board and without fixed term of appointment. The President is directly responsible to the Board for the administration and operation of the University. The duties and responsibilities of the President are enumerated in Chapter IV of the Texas State University System Rules and Regulations. Subject to the approval of the Regents, the President is responsible for the

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overall organization and staffing of the University. In keeping with the rules, the President may delegate authority or responsibility as needed and permitted by the Texas State University System Rules and Regulations.

D. University Organization and Structure of Governance

Sul Ross State University is organized into major divisions of activity: Academic Affairs, headed by the Provost and Vice President for Academic Affairs; Finance and Operations, headed by the Vice President for Finance and Operations; Enrollment Management, headed by the Executive Director for Enrollment Management; University Advancement, headed by the Vice President for University Advancement; Student Affairs, headed by the Vice President for Student Affairs; Intercollegiate Athletics, headed by the Athletic Director and the Sul Ross State University International, headed by the Vice President and Chief Operating Officer. These administrative officers, the academic deans and the President make up the University Executive Cabinet. The Executive Cabinet meets bi-weekly and serves in an advisory capacity to the President.

Although administrative authority, duties, and responsibilities are addressed in policy, Sul Ross State University operates with a regular and heavy dependency upon several formally organized groups, committees, and councils, which include faculty, staff, and student representation. The fundamental purpose of the existence of these organizations is to provide a means of broad-based involvement and participation in the University governance process and to enhance communication. This is accomplished in several ways.

1. Faculty Governance

Faculty governance at Sul Ross is provided by the Faculty Assembly. This group serves in an advisory capacity to the Executive Cabinet on matters of interest and concern to the faculty. The role and responsibilities of this faculty organization are established by its constitution, which is reviewed by System Counsel and approved by the President of the University. This organization determines its own agenda, and to the extent that its discussions lead to the development of recommendations, those recommendations are forwarded to the appropriate Executive Cabinet member by the President of the organization. The constitution of the [Faculty Assembly](#) is available on the Sul Ross State University website.

2. Committees and Councils

The committees and councils detailed in Sections 1.07 and 1.08 are appointed by the President of the University with the advice and input

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from faculty organizations, the Student Government Association, and the Executive Cabinet. These committees and councils report either to the President or to a member of the Executive Cabinet.

In addition to the committees and councils described earlier, there are several other committees and councils which are an integral part of faculty governance and are prescribed in the constitution of the Faculty Assembly. Ordinarily, procedures and policy recommendations originate with the appropriate committee or council. However, if a recommendation or concern originates in another administrative area and is relevant to the charge of a particular committee or council, the recommendation or concern will be forwarded to the appropriate group for review and recommended action.

Occasionally, special-purpose task forces or teams are organized to address and develop recommendations concerning particular needs or concerns. In each instance, the task force is given a precise charge and exists only for the study's duration.

E. Guidelines for University Committees and Councils

1. A quorum shall be a simple majority of the voting membership.
2. Ex officio members shall be non-voting unless otherwise defined in the official committee membership list as maintained in the Office of the President.
3. Unless otherwise designated on the official membership list, committees and councils shall select their own chair annually from regular membership at the first meeting of the academic year.
4. If activities require support beyond that which the members can provide, the chair will work directly with the administrator to whom the committee or council reports to identify appropriate means of assistance.
5. Once appointed to a committee or council, if an individual is unable to participate, or fails to participate consistently without good reason, the chair may request a replacement.
6. The chair has the right to vote or not to vote on any issue, except in the case of a tie, in the event of which the chair is expected to cast a vote.
7. The chair is responsible for forwarding all recommendations to the appropriate administrator who is responsible for ensuring the committee is informed of actions taken or not taken relative to the

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recommendations.

F. The Role of Students in University Governance

1. Sul Ross State University recognizes the importance of student involvement in its governance. To accomplish this goal, students hold positions on all appropriate academic, institutional, and campus-affairs committees and councils and are provided a system for student self-governance. The University supports student publications as a means of providing student-selected input and information to the student body.
2. The Student Government Association is the student government organization, and its representatives and officers are elected by the student body which consists of all full- and part-time students who have paid the appropriate Student Service Fees for that semester. The students exercise their authority through a student-representative system outlined by the Student Government Association constitution which is approved by the University President. The legislative branch, the Student Senate, meets regularly during the academic year and presents recommendations to the President through the chief student-affairs officer.
3. The Student Government Association is the official voice of the student body. The University will support the Student Government Association by providing an advisor to communicate between the University and the Student Government Association and to ensure that issues raised by the Student Senate receive appropriate attention and follow-up. The University will work through the elected officers and the advisor(s) of the Student Government Association to keep students informed of key University issues, policies, and plans.
4. The chief student-affairs officer will periodically initiate a review performed by each University committee and council and by the Student Senate of the student's role in committee purpose and structure. Each committee, council, and the Student Government Association will recommend separately to the President of the University whether students should be included for membership. If students are involved, the recommendation shall include their role and any special qualifications of the student member(s).
5. The President of the University will review the recommendations and determine the University-wide committees and councils on which student membership is appropriate. The President will then appoint students from those recommended to him by the chief student-affairs officer with input from the Student Government Association and the Dean of Students or Director of Enrollment Management and Registrar.

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G. General Faculty and Staff Meetings

During each academic year, the President, the Provost and Executive Vice President for Academic Affairs, and/or the Vice President and COO meet with the faculty and professional staff on several occasions to address specific issues and to provide a forum for discussion, questions, or expressions of concern on any subject.

H. Office Operating Procedures Manuals

Each office will prepare an office-procedures manual that will guide activities and operations for that office and each staff member. The manual is to be prepared and maintained either in written or electronic format. The manual must be detailed enough to provide guidelines for the office functions and operations in case of personnel changes and/or lengthy absences. The manuals are to be updated continually as changes in procedures or responsibilities occur. Updates must be completed to coincide with the updates to the Administrative Policy and Procedure Manual and other official University manuals.