MEMORANDUM

To: Kathy McAnarney
    c/o Dr. Fonken's Office

From: Margaret Glover

Subject: Regents' Rules and Regulations, Part One, Chapter III, Section 30

With reference to your conversations with Patty Culler regarding the "wording" of the Regents' Rules and Regulations, Part One, Chapter III, Section 30 in 1962, please allow me to provide the following information.

Attached are pages from the Regents' Rules and Regulations, Part One, Chapter III, Section 30, as adopted by the Board of Regents on September 24, 1960. The Regents' Minutes do NOT indicate that there were any amendments to this Section 30 during the period from 1960 - 1964. Thus, in 1962 the "wording" of Section 30 was the same as it was in 1960.

For your easy reference, please note the enclosed Minute Order from the May 1964 Board meeting which amended Section 30 in its entirety.

If you have any questions, please do not hesitate to call me.

MG:pc
Attachments
THE RULES AND REGULATIONS OF THE BOARD OF REGENTS
FOR THE GOVERNMENT OF THE UNIVERSITY OF TEXAS

THE UNIVERSITY SYSTEM

PART ONE

1960

Adopted by the Board of Regents on January 23, 1960
(with Amendments to September 24, 1960)

Copy No. 1146
Kathy from Dr. Fonken's office called and is looking for the RRR for 1962 re retirement age. She has a 1960 copy of RRR, but Section 30 (Retirement and Modified Service) has had the new (not new anymore) amendments from May 1964 substituted.

I have found the MO for May 1962 and checked out the MSA for background info as to previous amendments, but it did not specify. Looked in files in
the back, but they are for the 1970's.

This is pertaining to a lawsuit and imagine they would need some type of certified excerpt, although they have not asked for one.

Where else is there to look???

The 1960 MO was just referring to the establishment of Part Two.
Sec. 29. Institutional Employees as Students. -- The Institutional Supplement for each of the component teaching institutions shall express the institutional policy as to the amount of course work full-time and part-time employees shall be permitted to carry.

Sec. 30. Modified Service.

30.1 Members of institutional faculties or staffs will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their seventieth birthday.

30.2 Faculty and staff members who have served the University for twenty years or more shall be continued after reaching the age of seventy on a reduced salary from the University and upon modified service until the Board of Regents, upon recommendation of the institutional head involved, determines that they shall retire completely from University service and compensation.

30.21 The salary rate for modified service shall be one-half the average regular salary rate for each individual during the five years of full-time service immediately preceding the academic year in which modified service begins. Adjustments in rate will be made to care for any general change in salary scale under policies developed from time to time by the component institutions and approved by the Chancellor and the Board of Regents.

30.22 The work load of a member placed on modified service shall be essentially one-half of his immediately previous full-time work load, but he may not continue, or be assigned, major administrative duties. Further provisions and limitations regarding the services of a person on modified service appear in the institutional supplements for the component institutions.

30.23 During the fiscal year in which the employee's seventieth birthday occurs and before the budget is prepared for the following year, and each year thereafter until full retirement, there must be an administrative determination of his fitness to fulfill his duties. The administrative procedure shall be prescribed in the Institutional Supplement for each component institution.

30.3 Members of institutional faculties and staffs who have served the University for twenty years, may, upon approval of the institutional head, change to modified service in the University at any time between the ages of sixty and seventy.

30.4 No person appointed to the staff of the University after the age of fifty shall have a right to modified service.

30.5 Members of institutional faculties and staffs who are not members of the Teacher Retirement System and those who have served less than twenty years may secure modified service status only upon special...
recommendation of the institutional head and the Chancellor and approval by the Board, and such recommendation and approval must be made annually on the basis of institutional need.

30.6 In deciding when a member shall retire from all University service and compensation, the Board of Regents will consider his current capacity for work, his service to the University, and the retirement benefits to which he is entitled under the Teacher Retirement System of Texas and the Federal Social Security laws; with the expectation that for each voting member with at least twenty-five years of faculty membership in the University, modified service will be continued until the retirement benefits receivable are approximately equal to the amount that would be received under modified service.

30.7 Whenever such action appears to be to the advantage and best interests of the University, the Board of Regents, upon recommendation of institutional heads, may, by unanimous vote of the members present, make exceptions to this rule in special and extreme cases.

Sec. 31. Staff Benefits. -- For other staff benefits, see Part Two hereof.
will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile but limited to an amount not in excess of the cost of regular air transportation. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for registration fees or similar expenses shall be obtained and attached to the expense account.

RULES AND REGULATIONS, PART ONE: AMENDMENT TO CHAPTER III, SECTION 30 (FINAL APPROVAL).--At the April 1964 meeting of the Regents, an amendment to the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part One, Chapter III, Section 30 was approved on first reading. On yesterday final approval was given to the amendment thereby deleting Section 30 and inserting in lieu thereof the following:

Sec. 30 Retirement and Modified Service

30.1 Members of institutional faculties will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their seventieth birthday.

30.2 Members of the institutional non-teaching staffs who are without faculty rank will not be continued on their standard full-time service or full-time compensation rate beyond the end of the fiscal year that includes their sixth-fifth birthday, except as provided in subsequent subsections.

30.21 Nonteaching staff members who are without faculty rank may, at the end of the fiscal year that includes their sixty-fifth birthday, be employed in an academic status on a full-time or part-time basis until the end of the fiscal year during
which their seventieth birthday occurs on the condition that employment in such capacity shall be considered temporary and on a year-to-year basis. Such a nomination shall be made by a teaching department solely on the basis of the institution's need.

30.3 Faculty members who have served the University continuously for twenty years or more and have the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor, shall be continued after reaching the age of seventy (70) on a reduced salary from the University and upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from University service and compensation.

30.4 Faculty members who do not have the rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, Guest Professor shall not be appointed to modified service after the end of the fiscal year which includes their seventieth birthday.

30.5 Subject to the provisions of Paragraph 30.8, nonteaching staff members who have served the University continuously for fifteen (15) years or more shall be continued after reaching the age of sixty-five (65) on a reduced salary from the University and upon modified service until the end of the fiscal year during which their sixty-seventh birthday occurs, except as provided below.

30.51 Nonteaching staff members who have reached their forty-fifth birthday by September 1, 1964, and who at that time will have been employed continuously for a period of at least fifteen (15) years, may continue on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and they may then be continued
upon modified service until the Board of Regents, upon recommendation of the Chancellor and the institutional head involved, determines that they shall retire completely from University service and compensation.

30.52 Nonteaching staff members who have reached their fifty-fifth birthday by September 1, 1964, and who will at that time have been employed continuously for a period of ten (10) years may be continued on full-time service and compensation through the fiscal year that includes their sixty-fifth birthday and upon modified service, if physically qualified, until the end of the fiscal year that includes their seventieth birthday.

30.53 Nonteaching staff members who have reached their sixtieth birthday by September 1, 1964, may be continued on full-time service and compensation through the fiscal year that includes their seventieth birthday; thereafter, if at that time they have completed twenty (20) years of continuous service, they will be eligible, if physically qualified, for appointment to modified service through the fiscal year that includes their seventy-second birthday.

30.54 Nonteaching staff members who have reached their sixty-fifth birthday by September 1, 1964, may continue on full-time service and compensation through the fiscal year that includes their seventieth birthday, and, if they have at that time completed twenty (20) years of continuous service, they may continue upon modified service until the Board of Regents, upon recommendation of the institutional head involved, determines that they shall retire completely from University service and compensation.
30.55 Nonteaching employees in non-administrative performance level positions appointed to modified service will be assigned to such duties within the individual’s capacities as will be to the benefit of the institution.

30.56 Nonteaching employees in administrative policy-making positions appointed to modified service must retire from their full-time position and shall be assigned such other and different duties within the individual’s capacity as are determined to be most beneficial to the institution.

30.6 The salary rate for modified service shall be one-half the average regular salary rate for each individual during the five years of full-time service immediately preceding the fiscal or academic year, as appropriate, in which modified service begins. Adjustments in rate will be made to care for any general change in salary scale under policies developed from time to time by the component institutions and approved by the Chancellor and the Board of Regents.

30.7 The work load of a faculty or staff member placed on modified service shall be essentially one-half of his immediately previous full-time work load, but he may not continue, or be assigned, major administrative duties. Further provisions and limitations regarding the services of a person on modified service may appear in the Institutional Supplements for the component institutions.

30.8 During the fiscal year in which the faculty member’s seventieth birthday occurs or the nonteaching staff member’s sixty-fifth birthday occurs and before the budget is prepared for the following year, and each year thereafter until full retirement, there must be an administrative determination of the employee’s fitness to fulfill his duties. The administrative procedure shall be prescribed in the Institutional Supplement for each component institution.

30.9 Members of institutional faculties who have served the University continuously for twenty (20) years, and members of the nonteaching
staff who have served the institution continuously for fifteen (15) years, may, upon approval of the institutional head, change to the modified service in the University for which they are eligible at any time after reaching their sixtieth birthday.

30. (10) No person appointed to the institutional faculties or nonteaching staffs after the age of fifty shall have the right to modified service.

30. (11) Members of institutional faculties and staffs who are not members of the Teacher Retirement System and faculty members who have served less than twenty (20) years and nonteaching staff members who have served less than fifteen (15) years may secure modified service status only upon special recommendation of the institutional head and the Chancellor and approval by the Board, and such recommendation and approval must be made annually on the basis of institutional need.

30. (12) In deciding when a faculty member shall retire from all University service and compensation, the Board of Regents will consider his current capacity for work, his service to the University, and the retirement benefits to which he is entitled under the Teacher Retirement System of Texas and the Federal Social Security laws; with the expectation that for each voting member of the faculty with at least twenty-five (25) years of faculty membership in the University, modified service will be continued until the retirement benefits receivable are approximately equal to the amount that would be received under modified service.

30. (13) Nonteaching Staff Members with Faculty Rank. Every full-time or part-time nonteaching staff member who also has the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, or Guest Professor shall retire from his administrative position (see subsection 30.14 below) at the close of the fiscal year in which his sixty-fifth birthday occurs and, if he chooses, return to a full-time faculty assignment. Thereafter, his rights shall be in accord with any other member of the faculty.
Every full-time or part-time nonteaching staff member who has academic rank but does not have the faculty rank of Instructor, Assistant Professor, Guest Assistant Professor, Associate Professor, Guest Associate Professor, Professor, Guest Professor shall retire from his administrative position (see subsection 30.14 below) at the close of the fiscal year in which his sixty-fifth birthday occurs and he may choose to return to a full-time faculty assignment until the close of the fiscal year in which his seventieth birthday occurs without eligibility for modified service, or he may choose to be continued in a nonteaching position on modified service and compensation through the fiscal year in which his sixty-seventh birthday occurs.

Administrative Officers. --Administrative officers with policymaking responsibility shall retire from their administrative positions at the end of the fiscal year in which their sixty-fifth birthday occurs. Administrative officers in this paragraph shall include all executive officers, deans and directors, assistant and associate deans and directors, departmental chairmen, administrative personnel within the professional and administrative classifications in the University Personnel Pay Plan, or unclassified administrative positions, and others by title whose positions are deemed involved in policymaking decisions by the Chancellor and his staff. This determination will be made annually by the Chancellor, upon recommendation of the executive head of the component institution, at the time of budget preparation.

Employment after Retirement. --Any person receiving service retirement under the Teacher Retirement System of Texas and who is over sixty-five (65) years of age may be employed as a teacher by a State-supported college or university in this State on as much as a one-third time basis, which shall in no event exceed six (6) semester hours. This employment of a person receiving service retirement shall not affect his right to continue to receive benefits under the Teacher
Retirement System of Texas. However, this employment does not entitle the person to receive additional creditable service under the Teacher Retirement System of Texas and the person so employed shall not be required to make further contributions to the Teacher Retirement System of Texas. Application of this provision to individual cases shall be based on institutional benefit or need and will be recommended through appropriate administrative officers to the Chancellor for approval.

30.(16) The regulations and provisions of this section (Sec. 30) shall not apply to those professional and non-classified administrative staff members of the M. D. Anderson Hospital and Tumor Institute who participate in the retirement program financed through the Physicians Referral Service. Such individuals shall retire at age 65. Any subsequent employment prior to age 70 shall be recommended on a year-to-year basis only for those persons whose specialized talent or productivity meets an institutional need.

30.(17) Whenever such action appears to be to the advantage and best interest of the University, the Board of Regents, upon recommendation of institutional heads and the Chancellor, may, by unanimous vote of the members present, make exceptions to this rule in special and extreme cases.

APPRAISAL OF ESTATE OF MRS. PANSY M. YOUNT. -- The Committee of the Whole received a report from Chancellor Ransom that the Pansy M. Yount Bequest, reported on Page M-18 of the July 1963 Docket had been conservatively appraised at $76,000 (Tapestries - $36,000, and Silver - $40,000).

ACQUISITION OF LIBRARY COLLECTION. -- In view of the loss of the purchase of the Silver Collection, which was recently sold to the Newberry Library, Chancellor Ransom reviewed the library acquisition program. Chancellor Ransom was authorized to negotiate for other library collections and to report to the Board his findings.

PROGRESS REPORTS BY REGENT JOHNSON: (1) SPECIAL COMMITTEE TO STUDY ARCHITECTURE IN GENERAL, (2) RENOVATION OF REGENTS' ROOM. -- Regent Johnson reported that the special committee to study architecture in general would be called for a meeting prior to the Regents' June meeting. Regent Johnson also presented
MEMORANDUM

To: Mr. W. O. Shultz II
From: Margaret Glover
Subject: Regents’ Rules and Regulations, Part One, Chapter II

Per your request of February 26, 1988, enclosed are the following related to Part One, Chapter II of the Regents' Rules and Regulations:

1. Current version of Chapter II (Reissued as of September 1, 1982 with amendments to December 3, 1987)

2. Chapter II as approved by the Board on February 9, 1979, but without amendments that may have occurred between that date and September 1, 1982.

If I may be of further assistance, please do not hesitate to call.

attachments
CHAPTER II

ADMINISTRATION

Sec. 1. General Provisions.

1.1 Administration.
The "System Administration" is the administration of The University of Texas System.

1.2 The University of Texas System.
The University of Texas System (herein sometimes called the "System") is composed of the System Administration and those institutions assigned by the Constitution or by the Legislature to be governed by the Board of Regents of The University of Texas System.

1.3 Location. The System Administration shall be based at Austin, to benefit from the proximity of state agencies and to take advantage of economies made possible by sharing use of personnel and facilities with The University of Texas at Austin. System Administration officers shall travel to the other component institutions as their administrative responsibilities require.

Sec. 2. Office of the Chancellor--Delegation of Authority/Line Responsibility.

2.1 Board's Exercise of Authority.
The Office of the Chancellor is the office through which the Board of Regents exercises its powers and authorities in the governance of The University of Texas System.

2.2 Composition.
The Office of the Chancellor consists of the Chancellor, the Executive Vice Chancellor for Academic Affairs, the Executive Vice Chancellor for Asset Management, the Executive Vice Chancellor for Health Affairs and such direct supporting staffs for these officers as may be required and provided for in the annual operating budget and amendments thereto. The Chancellor shall coordinate consultation among the principal officers of the Office of the Chancellor.

2.3 Chancellor/Chief Executive Officer.
The Chancellor is the chief executive officer of the System and directly reports to and is responsible to
the Board. He has direct line responsibility for all aspects of the U. T. System's operations. In addition, he has first line supervisory responsibility for the governmental relations and audit functions of the System and provides day-to-day supervision for the holders of the following positions who directly report to the Office of the Chancellor: the Executive Director for Finance and Administration; the Vice Chancellor and General Counsel; the Vice Chancellor for Governmental Relations; the Director of Development; the Director of the Office of Facilities Planning and Construction; and the Director of Public Information.

2.4 Executive Vice Chancellor for Academic Affairs/Chief Operating Officer.
The Executive Vice Chancellor for Academic Affairs is the chief operating officer of the System for Academic Affairs and, in consultation with the Chancellor, directly reports to and is responsible to the Board for the conduct of the academic affairs of the System. The chief administrative officers of the general academic institutions in the System, acting in a line capacity for the operation of their institutions, report to and are responsible to the Executive Vice Chancellor for Academic Affairs.

2.5 Executive Vice Chancellor for Asset Management/Chief Operating Officer. The Executive Vice Chancellor for Asset Management is the chief operating officer of the System for management of the assets of the U. T. System and, in consultation with the Chancellor, directly reports to and is responsible to the Board for conduct of the asset management programs of the U. T. System. The Manager of University Lands - Oil, Gas and Mineral Interests, the Manager of University Lands - Surface Interests, the Executive Director for Investments and Trusts, and the Director of the University Lands Accounting Office, acting in a line capacity for the operation of their functions, report to and are responsible to the Executive Vice Chancellor for Asset Management.

2.6 Executive Vice Chancellor for Health Affairs/Chief Operating Officer.
The Executive Vice Chancellor for Health Affairs is the chief operating officer of the System for health-related education and health services in the System and, in consultation with the Chancellor, directly reports to and is responsible to the Board for the conduct of health-related education and the delivery of health services in the System. The chief administrative officer of each health-related institution
in the System, acting in a line capacity for the operation of such officer's institution, reports to and is responsible to the Executive Vice Chancellor for Health Affairs.

Sec. 3. Administrative Officers of the System.

3.1 Executive Director for Finance and Administration.
The Executive Director for Finance and Administration is an administrative officer of the System. He reports to the Office of the Chancellor under the day-to-day supervision of the Chancellor. He is responsible for the supervision of those areas of responsibility and those offices assigned to him in Section 7.1 of this Chapter. He provides staff assistance to the Chancellor and the Executive Vice Chancellors in the exercise of their responsibilities.

3.2 Vice Chancellor and General Counsel.
The Vice Chancellor and General Counsel is an administrative officer of the System. He reports to the Office of the Chancellor under the day-to-day supervision of the Chancellor. He is responsible for the provision of legal services to the System as set out in Section 7.2 of this Chapter. He provides staff assistance to the Chancellor and the Executive Vice Chancellors in the exercise of their responsibilities.

3.3 Vice Chancellor for Governmental Relations.
The Vice Chancellor for Governmental Relations is an administrative officer of the System. Working under established procedures that insure effective coordination with the Executive Vice Chancellors, he reports to the Chancellor. He is responsible for coordinating the effective representation of the System in the area of governmental affairs as set out in Section 8.1 of this Chapter. He provides staff assistance to the Chancellor and the Executive Vice Chancellors in the exercise of their responsibilities.

3.4 Executive Director (Office of the Chancellor).
The Executive Director (Office of the Chancellor) is an administrative officer of the System. He is the chief staff assistant in the Office of the Chancellor and as assigned or requested assists the Chancellor and the Executive Vice Chancellors in the administration of the Office of the Chancellor. Specific duties of the holder of this position are set out in Section 7.3 of this Chapter.

3.5 Director of Development.
The Director of Development is an administrative officer of the System. He reports to the Office of
the Chancellor under the day-to-day supervision of the Chancellor. He is responsible for coordinating development activities in the System. He provides staff assistance to the Chancellor and the Executive Vice Chancellors in the exercise of their responsibilities.

Sec. 4. Appointment and Tenure of Officers.

4.1 Chief Executive and Chief Operating Officers. The Chancellor, the Executive Vice Chancellor for Academic Affairs, the Executive Vice Chancellor for Asset Management, and the Executive Vice Chancellor for Health Affairs, shall be elected by the affirmative vote of a majority of the Regents in office and shall hold office without fixed term, subject to the pleasure of the Board.

4.2 Administrative Officers of the System. The administrative officers of the System shall be appointed by the Board after nomination by the Office of the Chancellor. Officers so appointed shall not have tenure by virtue of their respective offices. They shall hold office without fixed term, subject to the pleasure of the Office of the Chancellor. Their actions concerning such officers are in turn subject to review and approval by the Board.

4.3 Honorary Titles. The titles Chancellor Emeritus, President Emeritus and similar honorary designations shall be conferred only by appropriate action of the Board on individuals who are fully retired. No person is authorized to use any such title unless it has been bestowed by the Board.

Sec. 5. General Purview and Duties of the Office of the Chancellor. The Office of the Chancellor, by delegation from the Board, is authorized to exercise the powers and authorities of the Board in the governance of the System. The Office of the Chancellor will normally act through the chief administrative officer regarding the affairs of a component institution. The Office of the Chancellor, however, shall not be precluded from any direct participation and communication with institutional staff, faculty members, and groups. The major duties of the Office of the Chancellor include:

5.1 Advising and counseling with the Board with respect to the policies, purposes, and goals of the System; acting as executive agent of the Board in implementing its policies; representing the System in all other
respects as deemed appropriate to carry out such policies, purposes and goals, and interpreting and articulating the System's academic, administrative and developmental policies, programs, needs and concerns to the general public and to other constituencies at the community, state, regional and national levels.

5.2 Directing the management and administration of System Administration and all component institutions of the System.

5.3 Presenting to the appropriate standing committees of the Board and to the Board nominations for all officers of the System, and for all officers of component institutions as provided in these Rules and Regulations.

5.4 Periodically reviewing the organization of the System Administration and the component institutions of the System and reporting to the appropriate standing committees of the Board and to the Board recommendations for changes in organization, assignments and procedures.

5.5 Preparing and approving appropriate recommendations to the Board and its standing committees either in the name of "The Office of the Chancellor" or as "The Office of the Chancellor concurs ..." with the recommendation of the appropriate chief administrative officer of a component institution.

5.6 Preparing and approving annual operating budgets for the System Administration and the component institutions of the System and submitting such recommendations to the Board.

5.7 Preparing and approving biennial legislative submissions to the Legislative Budget Board and to the Governor for the System Administration and the component institutions of the System for the consideration of the Board in accordance with Section 6 of Chapter II of Part Two of these Rules and Regulations.

5.8 Developing and implementing programs for the most efficient management of personnel resources, and for long-range planning for academic programs, physical facilities and financial resources.
Sec. 6. Primary Duties of the Chief Operating Officers in the Office of the Chancellor.

6.1 The Executive Vice Chancellor for Academic Affairs.--The Executive Vice Chancellor for Academic Affairs shall have as a prime responsibility the maintenance of high academic quality in the general academic components of the System. Through the chief administrative officers of the component institutions, he or she shall have direct line responsibility for the budgets, academic planning and programs, facilities planning and construction, and personnel (both academic and nonacademic) of those components. In consultation with the Chancellor, the Executive Vice Chancellor for Academic Affairs shall prepare recommendations and supporting information on such matters for consideration by the appropriate standing committees of the Board and the Board of Regents.

6.2 The Executive Vice Chancellor for Asset Management.--The Executive Vice Chancellor for Asset Management has direct responsibility for lands management (including management of trust lands, endowment lands, and management of the Permanent University Fund lands); investments and trusts (including investment and management of trusts, trust assets, and endowments) and management of the investment of the Permanent University Fund. He has as a prime responsibility the management of the lands, trusts, endowments, and other such funds of the System in such a manner as to maximize the monies available for excellence in all activities of the System. Through the Office of the Chancellor, he shall prepare recommendations and supporting information on all such operations for consideration by the appropriate standing committees of the Board of Regents.

6.3 The Executive Vice Chancellor for Health Affairs.--The Executive Vice Chancellor for Health Affairs shall have as a prime responsibility the maintenance of high academic quality in the health-related teaching institutions and high quality health services in the health-care delivery institutions of the System. Through the chief administrative officers of the component institutions, he or she shall have direct line responsibility for the budgets, academic planning and programs, facilities planning and construction, and personnel (both academic and nonacademic) of those components. In consultation with the Chancellor, the Executive Vice Chancellor for Health Affairs shall prepare recommendations and supporting information on such matters for consideration by the appropriate standing committees of the Board and the Board of Regents.
Sec. 7. **Duties of Certain Administrative Officers of the System.**

7.1 Executive Director for Finance and Administration.  
The Executive Director for Finance and Administration reports to the Office of the Chancellor under the day-to-day supervision of the Chancellor. His primary responsibilities include:

7.11 The provision of staff assistance to the Chancellor and the Executive Vice Chancellors in the execution of their responsibilities.

7.12 Submitting recommendations to the Office of the Chancellor and to the appropriate Executive Vice Chancellor on business operations of the components of the System.

7.13 Reviewing and making recommendations on uniform business systems and management.

7.14 Submitting recommendations relating to programs for the most efficient management of personnel and resources.

7.15 Submitting recommendations for program development for training of personnel in nonacademic areas.

7.16 Reviewing and making recommendations on programs of long-range planning for physical facilities and financial resources.

7.17 Reviewing and making recommendations relating to police and security matters within the System.

7.18 Coordinating the business affairs of the System with other officers and members of the System Administration staff.

7.19 In consultation with the appropriate Executive Vice Chancellor, coordinating the activities of business administrative operations of the component institutions.

7.1(10) Managing the operations of the offices of Budget, Comptroller, System Personnel, Police, and Special Services.

7.1(11) Supervising and coordinating the acquisition of all real property at the component institutions.

7.1(12) Directing the management of the purchasing, accounting, equipment inventories, and vouchering operations for the offices of the System Administration and coordinating the building services for the System buildings.

7.1(13) Directing the management of the System-wide insurance programs (except the System Plan for Professional Medical Malpractice Self-Insurance), including approval of all
policies and coverages, such programs to include:

- Fire and Extended Coverage;
- Liability;
- Health;
- Life;
- Accidental Death and Dismemberment;
- Income Replacement; and
- Retirement.

7.1(14) Performing such other duties as may be assigned by the Office of the Chancellor.

7.2 Vice Chancellor and General Counsel.

The Vice Chancellor and General Counsel reports to the Office of the Chancellor under the day-to-day supervision of the Chancellor. His primary responsibilities include:

7.21 The provision of staff assistance to the Chancellor and the Executive Vice Chancellors in the execution of their responsibilities.

7.22 Providing all legal services required by the System and its personnel to insure the proper protection and advancement of the System's interests.

7.23 Maintaining the supervision, and delivery of legal services at a high level of effectiveness.

7.24 Directing and managing all legal personnel and legal affairs of the System, its units and its component institutions.

7.25 Providing advice, counsel and legal interpretations to System officials and personnel concerning legal matters affecting System operations.

7.26 Directing the Office of Vice Chancellor and General Counsel personnel with respect to work priorities and assignments, standards of performance, and career development, delegating to staff members responsibility for particular legal and administrative tasks; and coordinating and controlling budget and personnel levels.

7.27 Directing and managing (within applicable limits of authority) all litigation and administrative agency hearings; authorizing and approving the institution of legal proceedings; evaluating, directing and approving action and procedures relative to prosecution or defense of pending litigation and administrative proceedings; employing outside counsel; and authorizing and
authorizing settlement or appeal of litigation. 

Advising, counseling, and disseminating information to affected System units relative to the nature, evaluation, progress, and results of litigation, administrative proceedings, and other legal matters, and making recommendations to System officials and other personnel as to future operations and objectives.

Approving as to form all contracts and agreements and all amendments to the Regents' Rules and Regulations; and approving as to form all institutional Handbooks of Operating Procedures, whether finally approved or not, and all amendments to such Handbooks.

Drafting all legislation that has been approved by the Board or requested by any System officer for submission to the Board for approval and providing legal counsel on pending legislation.

Identifying and evaluating administrative and functional problems and directing or recommending, as appropriate, courses of action for solution.

Representing the System before legal, educational and governmental groups and associations.

Acting as administrator of the System Plan for Professional Medical Malpractice Self-Insurance and the System Intellectual Property Offices.

Working in cooperation with the Attorney General of the State of Texas, State Agency legal counsel and outside counsel.

Assuming responsibility for any other legal, administrative or operational matters delegated by the Office of the Chancellor.

Duties of the Executive Director (Office of the Chancellor).

The Executive Director (Office of the Chancellor) is the chief staff assistant in the Office of the Chancellor and as assigned or requested assists the Chancellor and the Executive Vice Chancellors in administration of the Office of the Chancellor. The holder of this position serves simultaneously as Executive Assistant to the Chancellor. Specific duties include the following:

Facilitating routine communication and coordinating paper flow among the Chancellor and the Executive Vice Chancellors.

Providing day-to-day liaison for the Office of the Chancellor with the Office of the Board of Regents.
7.33 Coordinating the submission of agenda items from the Office of the Chancellor for consideration by the Board or by the standing committees of the Board.

7.34 Coordinating the internal administrative procedures of the Office of the Chancellor.

7.35 Providing staff support when requested by the Executive Vice Chancellors in their review of the management of component institutions.

7.36 Assisting the Chancellor as directed on specific projects in connection with the Chancellor's responsibilities.

7.37 Coordinating the preparation of the agenda for the meetings of the System Council at the direction of the Chancellor and the Executive Vice Chancellors.

7.38 Advising and consulting with the Chancellor, the Executive Vice Chancellors and Chief Administrative Officers or Chief Student Affairs Officers of U.T. component institutions on organization and management of student services and programs.

7.39 Performing such other duties and responsibilities as may be directed by the Chancellor and the Executive Vice Chancellors.

7.4 Director of Development. The Director of Development reports to the Office of the Chancellor under the day-to-day supervision of the Chancellor. His primary responsibilities include:

7.41 The provision of staff assistance to the Chancellor and the Executive Vice Chancellors in the execution of their responsibilities.

7.42 Acting under the authority delegated by the Office of the Chancellor for private fund development for the System.

7.43 Coordinating policies and activities involving internal foundations and University-related external foundations.

7.44 Coordinating and cooperating with the chief administrative officers of the component institutions in development programs.

7.45 Coordinating efforts of component institution officials to create a favorable climate for philanthropic support among various constituencies, including alumni, foundations, business and industry, associations, parents of students, friends and benefactors.

7.46 Advising component institution administrative officials, deans, and directors on projects involving private gift support, suggesting possible granting agencies or benefactors,
and assisting when needed in the preparation of grant proposals and their presentation.

7.47 Administering procedures for the preparation of gift records, gift processing, gift acknowledgments, and gift dockets for the Board.

7.48 Performing such other duties and responsibilities as may be assigned by the Office of the Chancellor.

Sec. 8. Certain Offices Reporting Directly to the Chancellor.

8.1 Duties of the Vice Chancellor for Governmental Relations. Working under established procedures that insure effective coordination with the Executive Vice Chancellors, the Vice Chancellor for Governmental Relations reports to the Chancellor. His primary responsibilities include:

8.11 The provision of staff assistance to the Chancellor and the Executive Vice Chancellors in the execution of their responsibilities.

8.12 Representing the System in its relations with federal, state, and local legislative bodies and agencies.

8.13 Making recommendations to the Office of the Chancellor in the area of public policy as it affects the relationship of the System with the federal, state, and local governments.

8.14 Informing appropriate administrative officers of current operations and long-range developments on the federal and state level, which may affect the System.

8.15 Maintaining and distributing information to, and advising appropriate System Administration and component institution officials, in order to assure proper action by the System with respect to federal, state, and local governmental programs and activities.

8.16 Defining the job responsibilities, the assignment of duties, and supervising staff members employed in or assigned to work in the governmental affairs area.

8.17 Performing such other duties and responsibilities for the efficient operation of the System as shall be assigned by the Chancellor.

8.2 Audit.
The Chancellor, as Chief Executive Officer of the System, is responsible for insuring the implementation of appropriate audit and postaudit procedures for the
System and System Administration. Accordingly, with regard to his audit functions (see Section 10 of this Chapter), the Comptroller reports directly to the Chancellor.
Sec. 9. Asset Management.

9.1 Lands Management.

9.11 The Executive Vice Chancellor for Asset Management provides direction and management for all transactions relative to Permanent University Fund lands (hereinafter sometimes referred to as "University Lands"), trust lands, and other noncampus real estate interests owned or controlled by the Board of Regents. In the exercise of those responsibilities, he:

9.111 Works closely with the Board for Lease of University Lands in the discharge of its duties and responsibilities.

9.112 Works closely with the chief administrative officer of a component institution of the System and his delegates with regard to the management of trust lands and other noncampus real estate interests held by the Board of Regents for and on behalf of a particular institution.

9.113 Establishes procedures that insure effective coordination with the Executive Director for Investments and Trusts with regard to the management of trust lands other than University Lands.

9.114 Directs and manages the operation of the following budgeted activities which are part of the Office of Lands Management:

- Board for Lease - University Lands;
- University Lands - Oil, Gas, and Mineral Interests;
- University Lands Accounting Office;
- University Lands - Surface Interests (Oil Field Supervision); and
- University Lands - Surface Interests (Leasing and Agricultural Projects).
Manager of University Lands - Oil, Gas, and Mineral Interests.
Subject to delegation by the Executive Vice Chancellor for Asset Management, the Manager of University Lands - Oil, Gas, and Mineral Interests is responsible for providing field supervision of System operations, activities and transactions involving oil, gas, and mineral development and production on the University Lands. Within limits of authority set by the Executive Vice Chancellor for Asset Management, the Manager's regular duties include:

9.121 Making recommendations to the Board for Lease of University Lands, and the Board of Regents, as appropriate, for periodic oil and gas lease sales of University Lands, and for unitization, pooling and other transactions involving oil and gas leasehold and royalty interests and other mineral interests in University Lands.

9.122 Organizing, directing, guiding, setting objectives and standards for, and assigning and evaluating the work of all personnel reporting to him.

9.123 Reviewing periodically the terms and conditions of forms and transactions involving oil and gas interests in University Lands, and making recommendations with respect thereto to the Executive Vice Chancellor for Asset Management and the Board for Lease of University Lands.

9.124 Reporting regularly to the Executive Vice Chancellor for Asset Management and the Board for Lease of University Lands all activities, developments and problems which could significantly affect System interests and University Lands, together with his recommendations with respect thereto.

9.125 Working closely with the Board for Lease of University Lands in the discharge of its duties and responsibilities.
9.126 Coordinating with the Manager of University Lands - Surface Interests in the discharge of their respective duties and responsibilities.

9.13 Manager of University Lands - Surface Interests. Subject to delegation by the Executive Vice Chancellor for Asset Management, the Manager of University Lands - Surface Interests is responsible for providing field supervision of System operations, activities, and transactions pertaining to surface interests, water rights and oil and gas field operations in or on University Lands. Within limits of authority set by the Executive Vice Chancellor for Asset Management, the Manager's regular duties include:

9.131 Making recommendations to the Board with respect to all transactions involving surface interests in University Lands, including research projects, right-of-way easements, agricultural, grazing and other surface use leases, and geophysical permits.

9.132 Organizing, directing, guiding, setting objectives and standards for, and assigning and evaluating the work of all personnel reporting to him.

9.133 Reviewing periodically the terms and conditions of forms and transactions involving surface interests in University Lands, and making recommendations with respect thereto to the Executive Vice Chancellor for Asset Management.

9.134 Reporting regularly to the Executive Vice Chancellor for Asset Management all activities, developments and problems which could significantly affect System interests in University Lands, together with his recommendations with respect thereto.

9.135 Working closely with federal and state agencies in connection with research and development projects and activities, involving utilization and husbandry of University Lands, of mutual interest to the System and such agencies.

9.136 Coordinating with the Manager of University Lands - Oil, Gas, and
Mineral Interests in the discharge of their respective duties and responsibilities, and acts as oil and gas fields supervisor.

9.2 **Investments and Trusts.**

The Executive Vice Chancellor for Asset Management and his or her delegates, the Director for Investments and the Director for Endowments and Trusts, implement policies and actions approved by the Board with respect to:

9.21 Investing, managing, and administering of all endowment funds belonging to the System and its component institutions, including the Permanent University Fund and all trusts and special funds.

9.22 Issuing, managing and paying all bonds and other evidences of indebtedness issued by the Board for System and its component institutions.

9.23 Presenting to the Board through the Office of the Chancellor periodic reports of the status and prospect of funds for which he or she has responsibility and that will be available for expenditure by the System and its component institutions.

9.24 Consulting with the Executive Associate for Economic Affairs with respect to the development of long-range plans for the development and management of the economic resources of the System and its component institutions.

Sec. 10. **Budget Director.**

The Budget Director's primary responsibilities are to plan and develop systems and procedures for uniform budget preparation, budget control and financial reporting. Subject to delegation by the Executive Director for Finance and Administration, the major duties of the Budget Director include:

10.1 Formulating procedures governing the preparation and review of all budgets and developing effective methods of presenting approved budgets to appropriate agencies.

10.2 Recommending procedures to be followed, including format, schedules of budget preparation, and effective review of budgets.

10.3 Preparing budget-writing instructions.
10.4 Conducting budget and other related research studies.

10.5 Planning systems and procedures for budgetary control and financial reporting.

10.6 Controlling and supervising distribution of all budgets and processing and approving (as delegated) interim budget changes.

10.7 Preparing periodic budgetary, financial, and special reports, as appropriate.

10.8 Serving as liaison with the staff of the Legislative Budget Board, the Governor's Budget and Planning Office, and the Coordinating Board, Texas College and University System.

Sec. 11. Comptroller.

11.1 Subject to delegation by the Executive Director for Finance and Administration (provided, however, that, in the audit functions, the Comptroller shall report directly to the Chancellor), the Comptroller formulates and recommends procedures to be followed in the business operations of the System for:

11.11 Accounting, auditing and reporting, and expenditure control.

11.12 Receipt, disbursement, and custody of funds.

11.13 Procurement and purchasing.

11.14 Management of auxiliary service enterprises.

11.15 Data processing systems - including prior approval of equipment acquisitions by purchase or lease.

11.16 Accounting and business system development.

11.17 Accounting records, forms, procedures, and financial reports, including format for such reports.

11.18 Terms of depository agreements with banks.

11.19 Lease contracts for building space.

11.1(10) Approval of the business aspects and overhead rates in research and other contracts with outside agencies.

11.1(11) Conducting postaudits at each component institution.

11.1(12) Supervising the auditing of oil and gas production.

11.2 The Comptroller is responsible as joint custodian with the Director of Accounting for bearer securities owned by System funds that are maintained in bank safe
deposit boxes and are not in the custody of the State Treasurer.

Sec. 12. **Director of Accounting.**

12.1 The Director of Accounting of The University of Texas at Austin serves also as director of accounting for System Administration and is the accounting officer for both The University of Texas at Austin and for System Administration. Subject to delegation by the Executive Director for Finance and Administration, his duties include:

12.11 Having responsibility for custody, accounting and reporting of all funds handled by the Director of Accounting's Office for the component institutions outside of Austin, and for System Administration, the Permanent University Fund, the Available University Fund, and trust and special funds.

12.12 For securities owned by System funds and not in custody of the State Treasurer, having custody of registered securities and joint custodian, with the Comptroller, of bearer securities maintained in bank lock boxes.

12.13 Maintaining a full and complete set of records that accurately reflect the balances and transactions of all financial and property accounts of the System (as contracted with such accounts of the component institutions).

12.2 With respect to System Administration matters, the Director of Accounting reports to and is responsible to the Comptroller. With respect to other matters, he reports to the appropriate officers of The University of Texas at Austin.

Sec. 13. **Director of Facilities Planning and Construction.**

The Director of Facilities Planning and Construction reports to the Office of the Chancellor under the day-to-day supervision of the Chancellor. His primary duties and responsibilities include:

13.1 The provision of staff assistance to the Chancellor and the Executive Vice Chancellors in the execution of their responsibilities.

13.2 Managing the administration and general supervision of any new building construction and initial equipping thereof or any inside or outside repairs, remodeling, rehabilitation, new construction of improvements other than building, or campus planning costing $300,000 or more; managing any preliminary planning, feasibility studies, or investigations which are estimated to
ultimately develop into one of the above projects at any component institution of the System; advising and working with the consultants, architects and engineers employed by the Board subject to the terms and conditions of the contracts with those architects and engineers.

13.3 Serving as ex officio member of all faculty building committees at the component institutions.

13.4 Preparing and executing all documents relating to the acquisition and the use of funds received from the federal government and state agencies in connection with construction grant awards.

13.5 Coordinating the preparation of and approving of all grant applications on approved construction projects filed with governmental agencies.

13.6 Coordinating the development of and maintaining of master plans for all component institutions, including but not limited to land utilization, utility and landscape plans.

13.7 Developing standards for maintenance of all physical facilities at component institutions.

13.8 Directing the negotiation and approval of all utility contracts.

Sec. 14. System Personnel Director.
The System Personnel Director's primary responsibility is to plan, develop, and coordinate System-wide personnel policies and procedures. Subject to delegation by the Executive Director for Finance and Administration, the System Personnel Director is responsible for:

14.1 Acting as liaison between component institution personnel officers and the System officers regarding all personnel matters relating to classified personnel, administrative staff, and certain matters relating to teaching and/or academic personnel.

14.2 Advising the System officers and making recommendations concerning development of methods and procedures designed to maximize the effectiveness of System Personnel Programs.

14.3 Reviewing and recommending all classified personnel pay plans for each component institution, including the establishment of proper classification and pay scales consistent with needs and System-wide policies and procedures.
14.4 Reviewing and recommending the Personnel Office budgets for each component institution.

14.5 Directing the administration of the System Personnel Office, including the Workmen's Compensation Insurance section.

14.6 Reviewing and recommending to System officers any rules and regulations or changes thereto that, after proper consultation with officers of component institutions, are considered beneficial or necessary for the proper administration of the System-wide Personnel Program.

14.7 Establishing employee development and training programs for all component institutions, including particularly supervisory training programs.

14.8 Formulating policies and procedures concerning labor relations and employer-employee relationships.

14.9 Assisting and establishing personnel data systems and proper practices and procedures concerning the personnel records of all employees.

14.(10) Conducting System-wide wage and salary research studies and formulating data for proper implementation of personnel pay programs.

14.(11) In consultation with the personnel offices of the component institutions, developing and maintaining a System-wide Personnel Pay Plan with uniform titles and account numbers.

Sec. 15. **Director of Police**.
Subject to delegation by the Executive Director for Finance and Administration, the Director of Police is responsible for:

15.1 Approving qualifications for police personnel at the component institutions of the System and approving all applicants to a basic or in-service training school or academy.

15.2 Approving the organizational structure for police departments at the component institutions of the System.

15.3 Establishing and supervising all training programs for System police, including basic and in-service training,
as well as on-the-job training at each component institution of the System.

15.4 Conducting the System training in accordance with the standards of the Texas Commission on Law Enforcement Officer Standards and Education, in order to maintain accreditation with this state agency.

15.5 Maintaining liaison with the Director of Training, Texas Department of Public Safety, and the Coordinator of Training, Federal Bureau of Investigation, and being aware of new training techniques, procedures, programs, and equipment.

15.6 Establishing a uniform reporting and record system for police departments at the component institutions of the System and approving any changes thereto.

15.7 Conducting periodic inspection of the police departments of the component institutions of the System and evaluating their performance as police agencies.

15.8 Formulating and establishing policies and procedures for police operations on a System-wide basis.

15.9 Establishing, maintaining, and supervising on a System-wide basis, a program for police personnel promotion.

15.(10) Reviewing and recommending the pay scale for police personnel throughout the System.

15.(11) Surveying all component institutions of the System for security needs of existing buildings, grounds, and lighting, in order to make the appropriate recommendations to insure the prevention of criminal activities and the protection of life and property.

15.(12) Consulting with the Office of Facilities Planning and Construction on security needs for new construction including security lighting on the property of the component institutions of the System.

15.(13) Coordinating the use of police throughout the System in emergency situations.

15.(14) Submitting periodic reports to the Executive Director for Finance and Administration concerning the operations of the police departments of the System.
Sec. 16. Director of Public Information.
The Director of Public Information reports to the Office of the Chancellor under the day-to-day supervision of the Chancellor. His primary duties and responsibilities include:

16.1 The provision of staff assistance to the Chancellor, the Executive Vice Chancellors, and the Vice Chancellors in the execution of their responsibilities.

16.2 Supervising the staff of the Office of Public Information.

16.3 Communicating the activities of the Board and System Administration.

16.4 Coordinating news releases and other public information emanating from the component institutions, which releases and information involve the Board and System Administration.

16.5 Developing a format for the presentation of information about System institutions and activities to the general public.

16.6 Performing such other duties and responsibilities for the efficient operation of the System as shall be assigned by the Office of the Chancellor.

Sec. 17. Councils of the System.

17.1 The System Council.
The System Council is composed of the Chancellor, the Executive Vice Chancellor for Academic Affairs, the Executive Vice Chancellor for Health Affairs, the Executive Vice Chancellor for Asset Management, the Executive Director for Finance and Administration, the Vice Chancellor and General Counsel, the Vice Chancellor for Governmental Relations, the Executive Director (Office of the Chancellor), the Director of Development, and the chief administrative officers of all the component institutions of The University of Texas System. The Chancellor shall serve as the Council's permanent chairman and shall conduct regular meetings to discuss those matters of general concern to the operation of The University of Texas System.

17.2 The Council of Academic Institutions.
The Council of Academic Institutions is composed of the Executive Vice Chancellor for Academic Affairs, the chief administrative officers of the general academic institutions of the System, and the chief administrative officer of the U. T. Institute of Texan Cultures. The Chancellor, the Executive Vice Chancellor for Asset Management, the Executive Director for Finance and Administration, the Vice Chancellor and General Counsel, the Vice Chancellor for Governmental Relations, the Executive Director (Office of the Chancellor), and the Director of Development, serve as ex officio members of this Council. The Executive Vice Chancellor
17.3 The Council of Health Institutions.
The Council of Health Institutions is composed of the Executive Vice Chancellor for Health Affairs and the chief administrative officers of the component institutions of the System concerned directly with health affairs. The Chancellor, the Executive Vice Chancellor for Asset Management, the Executive Director for Finance and Administration, the Vice Chancellor and General Counsel, the Vice Chancellor for Governmental Relations, the Executive Director (Office of the Chancellor), and the Director of Development serve as ex officio members of this Council. The Executive Vice Chancellor for Health Affairs acts as the Council's permanent chairman and shall conduct regular meetings to review common problems of planning, development, and operation of the several institutions represented.

17.4 The Business Management Council.
The Business Management Council advises the Office of the Chancellor in the areas of budgeting, business management, data processing, physical plant operations, planning, construction, and accounting systems development. The Council is composed of the Executive Director for Finance and Administration and the chief business officers of the component institutions. The Chancellor, the Executive Vice Chancellor for Academic Affairs, the Executive Vice Chancellor for Health Affairs, the Executive Vice Chancellor for Asset Management, the Vice Chancellor and General Counsel, the Vice Chancellor for Governmental Relations, the Executive Director (Office of the Chancellor), and the Director of Development, or their delegates, serve as ex officio members of this Council. The Executive Director for Finance and Administration shall serve as the Council's permanent chairman and shall conduct regular meetings of the Council.

Sec. 18. Chief Administrative Officers of Component Institutions.

18.1 The Board selects the chief administrative officer of each component institution.

18.11 When there is a vacancy or it is known that there is to be a vacancy in the office of a chief administrative officer of a component institution having faculty and students, an Advisory Committee shall be established to recommend candidates to the Board. The Executive Vice Chancellor having line responsibility for the operation of the
institution where the vacancy has occurred or is to occur shall be chairman of the Advisory Committee. In addition to the chairman, committee membership is as follows:

The Chancellor;
Three Chief Administrative Officers;
(to be appointed by the Chairman of the Board from three of the component institutions)
Three Regents;
(to be appointed by the Chairman of the Board)
Five Faculty members of the institution involved, at least three of whom shall have the rank of associate professor or higher;
(method of selection to be determined by the General Faculty of the campus)
One Dean;
(for academic institutions to be selected by Dean's Council of the institution involved) (for health science centers to be the Dean of Medicine of the health science center involved)
Two Students from the institution involved; (method of selection to be determined by the Student Government of the campus involved or, if there be no Student Government, by the chief administrative officer of the institution)
President of the Ex-Students' Association of the campus involved; (if institution does not have an active alumni organization, then an alumnus of the component selected by the Chairman of the Board of Regents)
Not more than three representatives of the component's external constituency who have demonstrated a deep interest in and support of the institution, its programs and its
role in community activities to be appointed by the Chairman of the Board of Regents.

18.12 When there is a vacancy or it is known that there is to be a vacancy in the office of a chief administrative officer of a component institution not having faculty and students, an Advisory Committee shall be appointed by the Executive Vice Chancellor having line responsibility for the institution, subject to approval of the Chairman of the Board. The Executive Vice Chancellor having such line responsibility shall be Chairman of the Committee.

18.13 The Advisory Committee shall set up selection criteria that relate to the needs of the individual component, initiate mechanisms to develop an appropriate candidate pool, seek information on the several candidates and inquire from competent sources as to the candidates' academic, administrative and business ability. The Committee may also interview candidates as a part of its selection process keeping in mind that the confidentiality of the process is important to its ultimate success.

18.14 Finally, the Advisory Committee shall submit, through its Chairman, a recommended list of not less than five or more than ten candidates with no preference indicated. Candidates submitted shall have received a majority vote of the Committee. The recommended list should be developed and submitted without regard to the Advisory Committee's assessment of the potential availability of any candidate. If none of the names submitted in the report of the Advisory Committee is satisfactory to the Board, then the Board in its discretion may either name a new committee or proceed to select a chief administrative officer under such other procedures as in its discretion it may deem proper and appropriate.

18.2 Each chief administrative officer reports to and is responsible to the Executive Vice Chancellor having line responsibility for the institution, and serves without fixed term, subject to the pleasure of the appropriate Executive Vice Chancellor and approval by the Board.
Within the policies and regulations of the Board, and under the supervision and direction of the Executive Vice Chancellor having line responsibility for the institution, the chief administrative officer has general authority and responsibility for the administration of that institution.

Specifically, the chief administrative officer is expected, with the appropriate participation of the staff, to:

18.31 Develop and administer plans and policies for the program, organization, and operation of the institution.

18.312 Interpret the System policy to the staff, and interpret the institution's program and needs to the Office of the Chancellor and to the public.

18.313 Develop and administer policies relating to students, and where applicable, to the proper management of services to patients.

18.314 Recommend appropriate operating budgets and supervise expenditures under approved budgets.

18.315 Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.

18.316 Insure efficient management of business affairs and physical property; recommend additions and alterations to the physical plant.

18.317 Serve as presiding officer at official meetings of faculty and staff of the institution, and as ex officio member of each college or school faculty (if any) within the institution.

18.318 Appoint, or establish procedures for the appointment of, all faculty, staff, and student committees.

18.319 Cause to be prepared and submitted to the Office of the Chancellor the rules and regulations for the governance of the institution. When such rules and regulations have been finally approved by the Office of the Chancellor, they shall thereafter constitute the Handbook of Operating Procedures for that institution. Provided,
however, that whether or not finally approved by the Office of the Chancellor, any rule or regulation in any such institutional handbook of operating procedures that is in conflict with any rule or regulation in the Regents' Rules and Regulations, is null and void and has no effect, and whenever any such conflict is detected, the Office of the Chancellor and the chief administrative officer of the component institution shall immediately make such amendments to the institutional handbook of operating procedures as may be necessary to eliminate such conflict.

18.31(10) Assume initiative in developing long-range plans for the program and physical facilities of the institution.

18.31(11) Assume active leadership in developing private fund support for the institution in accordance with policies and procedures established in the Regents' Rules and Regulations.

Sec. 19. Appointment of Other Administrative Officers.

19.1 The Board delegates to the Executive Vice Chancellor having line responsibility for the institution and that Executive Vice Chancellor, in turn, delegates to the chief administrative officer of each component institution the responsibility for the appointment and dismissal of all other administrative officers of each component institution, including vice presidents, deans, directors and their equivalents. However, prior approval of the appropriate Executive Vice Chancellor shall be necessary for each such permanent or acting appointment and for each such dismissal whether from a permanent or acting appointment. All such other administrative officers serve without fixed terms and subject to the pleasure of the chief administrative officer of the institution and the aforesaid approval of the Executive Vice Chancellor.

19.2 The Board delegates to the Executive Vice Chancellor having line responsibility for the institution and that Executive Vice Chancellor, in turn, delegates to the chief administrative officer of each component institution the responsibility for the permanent or acting appointment of department chairmen, department
heads, and their equivalents. Such department chairmen, department heads and their equivalents serve without fixed terms and subject to the pleasure of the chief administrative officer of the institution.

19.3 The Board endorses the principle of reasonable faculty and student consultation in the selection of administrative officers of the component institutions, and the primary operating units, and expects the chief administrative officer, as he deems appropriate, to consult in the selection process with the representatives of the faculty and student body. However, the chief administrative officer of the component institution is responsible for executing the duties of his office and consequently shall not be bound by nominations to administrative positions in his institution by campus selection committees, and the Handbook of Operating Procedures of each component institution shall so state.
RULES AND REGULATIONS

OF THE

BOARD OF REGENTS

OF

THE UNIVERSITY OF TEXAS SYSTEM

FOR THE GOVERNMENT OF

THE UNIVERSITY OF TEXAS SYSTEM

PART ONE

As Revised and Amended by the Board of Regents, February 9, 1979
CHAPTER II

ADMINISTRATION


1.1 The "System Administration" is the administration of The University of Texas System.

1.2 Component Institutions.
The University of Texas System (herein sometimes called the "System") is composed of those institutions assigned by the Constitution or by the Legislature to be governed by the Board of Regents of The University of Texas System.

1.3 Location.
The System Administration shall be based at Austin, to benefit from the proximity of state agencies and to take advantage of economies made possible by sharing use of personnel and facilities with The University of Texas at Austin. System Administration officers shall travel to the other component institutions as their administrative responsibilities require.

sec. 2. Officers of System Administration.

2.1 Executive Officers.

2.11 Chancellor.
The Chancellor is the chief executive and administrative officer of the System, and directly reports to and is responsible to the Board.

2.12 Vice Chancellors.
The other executive officers of the System are the Vice Chancellor for Academic Affairs, the Vice Chancellor for Administration, the Vice Chancellor for Business Affairs, the Vice Chancellor for Health Affairs, and the Vice Chancellor for Lands Management and General Counsel. Each Vice Chancellor directly reports to and is responsible to the Chancellor.

2.2 Principal Administrative Officers.

2.21 The Executive Director for Development, the Assistant Chancellor for Planning and the Executive Assistant to the Chancellor are administrative officers of the System, and each such officer directly reports to and is responsible to the Chancellor.
2.22 The Manager of University Lands - Oil, Gas and Mineral Interests, the Manager of University Lands - Surface Interests, and the Associate General Counsel are administrative officers of the System; and each such officer directly reports to and is responsible to the Vice Chancellor for Lands Management and General Counsel.

2.23 The Budget Director, the Comptroller, the Director of Accounting, the Director of Facilities Planning and Construction, the Director of Police, the Director of Special Services, the Executive Director for Investments and Trusts, and the System Personnel Director are administrative officers of the System; and each such officer directly reports to and is responsible to the Vice Chancellor for Business Affairs (except the Director of Accounting who reports as specified in Part One, Chapter II, Sec. 3.442 of these Rules and Regulations).

2.24 The Director of the Institute of Higher Education Management is an administrative officer of the System and directly reports to and is responsible to the Vice Chancellor for Academic Affairs.

2.3 Appointment and Tenure of Officers.

2.31 The Chancellor shall be elected by the affirmative vote of a majority of the Regents in office and shall hold office without fixed term, subject to the pleasure of the Board.

2.32 All other executive and administrative officers of the System shall be appointed by the Board after nomination by the Chancellor. Officers so appointed shall not have tenure by virtue of their respective offices. They shall hold office without fixed term, subject to the pleasure of the Chancellor. His actions concerning such officers are in turn subject to review and approval by the Board.

2.4 Staff and Line Functions of Officers.

2.41 Staff Function. Each officer of System Administration, other than the Chancellor, shall be responsible for planning and policy formulation in his particular field as delegated by the officer to whom he reports and shall serve as adviser in his area to the officer to whom he reports. In addition, with the knowledge of the officer to whom he reports, he shall advise and consult with other members of System Administration and with the officials of the component institutions in his particular area of responsibility.

2.42 Duties. Officers of the System Administration shall have such duties as shall be assigned to them by the Chancellor
or the officer to whom they report, and as the personal representatives of such officers, they may be assigned specific executive responsibilities for carrying out administrative policies.

2.5 Chancellor Emeritus.

The authority to bestow the title of Chancellor Emeritus shall rest with the Board, and an individual holding this title shall receive such salary and emoluments as are determined by the Board. This title shall be held at the pleasure of the Board. The Chancellor Emeritus shall have such duties and responsibilities as may be delegated or assigned to him by the Board and in these matters he shall report directly to the Board.

Sec. 3. Authority, Duties and Responsibilities of Officers of System Administration.

3.1 Officers in the Office of the Chancellor.

3.11 Chancellor.

The Chancellor, by delegation from the Board, is authorized to exercise the powers and authorities of the Board in the governance of the System. The chief administrative officer of each component institution in the System, acting in a line capacity for the operation of such officer's institution, reports to and is responsible to the Chancellor. The Chancellor will normally act through the chief administrative officer regarding the affairs of a component institution. The Chancellor, however, shall not be precluded from any direct participation and communication with faculty members and groups. The major duties of the Chancellor include:

3.111 Advising and counseling with the Board with respect to the policies, purposes, and goals of the System; acting as executive agent of the Board in implementing its policies; representing the System in all other respects as he deems appropriate to carry out such policies, purposes and goals, and interpreting and articulating the System's academic, administrative and developmental policies, programs, needs and concerns to the general public and to other constituencies at the community, state, regional and national levels.

3.112 Directing the management and administration of System Administration and all component institutions of the System.

3.113 Presenting to the Board nominations for all officers of System Administration, and for all
officers of component institutions as provided in these Rules and Regulations.

3.14 Periodically reviewing the organization of the System and its component institutions, and reporting to the Board recommendations for changes in organization, assignments and procedures.

3.15 Preparing and approving recommendations for meetings of the Board (including recommendations for annual operating budgets for the System and its component institutions) and submitting such recommendations to the Secretary to the Board for consideration by the Chairman.

3.16 Preparing and approving biennial legislative submissions to the Legislative Budget Board and to the Governor for the System and its component institutions.

3.17 Developing and implementing programs for the most efficient management of personnel resources, and for long-range planning for academic programs, physical facilities and financial resources.

3.12 Executive Assistant to the Chancellor.

The Executive Assistant to the Chancellor is an administrative officer of the System and is the principal assistant to the Chancellor in the administration of the responsibilities of the Office of the Chancellor. In this regard, the duties of the position include:

3.121 Coordinating all matters between the Office of the Chancellor and the Office of the Secretary to the Board.

3.122 Evaluating and coordinating the internal administrative procedures and supporting staff of the Office of the Chancellor.

3.123 Advising the Chancellor on policies, purposes, and long-range planning for the System.

3.124 Assisting the Chancellor in reviewing the management of component institutions.

3.125 Managing such other duties and responsibilities as may be directed by the Chancellor.

3.13 Executive Director for Development.

Subject to the delegation by the Chancellor, the major duties of the Executive Director for Development include:

3.131 Acting under the authority delegated by the Chancellor for private fund development for the System.

3.132 Coordinating policies and activities involving internal foundations and University-related external foundations.

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3.133 Coordinating and cooperating with the chief administrative officers of the component institutions in development programs.

3.134 Coordinating efforts of component institution officials to create a favorable climate for philanthropic support among various constituencies, including alumni, foundations, business and industry, associations, parents of students, friends and benefactors.

3.135 Advising component institution administrative officials, deans, and directors on projects involving private gift support, suggesting possible granting agencies or benefactors, and assisting when needed in the preparation of grant proposals and their presentation.

3.136 Administering procedures for the preparation of gift records, gift processing, gift acknowledgments, and gift dockets for the Board.

3.14 Assistant Chancellor for Planning.

Subject to delegation by the Chancellor, the major duties of the Assistant Chancellor for Planning include:

3.141 Representing the System in its relations with state and local legislative bodies and agencies.

3.142 Advising the Chancellor on relations with state and local legislative bodies and agencies.

3.143 Informing appropriate administrative officers of current operations and long-range developments on the state level, which may affect the System.

3.144 Maintaining and distributing information on state programs to assure proper action by the System on applications and communications to federal and state agencies and offices.

3.145 Assisting the Vice Chancellor for Administration in monitoring federal activities of significance to the System.

3.146 Performing such other duties and responsibilities for the efficient operation of the System as shall be assigned by the Chancellor.

3.2 Officers in the Office of Academic Affairs.

3.21 Vice Chancellor for Academic Affairs.

Subject to delegation by the Chancellor, the Vice Chancellor for Academic Affairs has the general assignment
of effective coordination of the general academic insti-
tutions. Specifically, his duties include:

3.211 Submitting to the Chancellor recommendations
on the System programs in education, research,
and public service, including general plans and
operations of general academic institutions.

3.212 Reviewing and making recommendations on
proposals from the general academic institutions
requiring action by the Chancellor.

3.213 Working with the general academic institutions
to develop general guidelines concerning faculty
workload and faculty policies and recommending
to the Chancellor System policies on these matters.

3.214 Preparing and submitting to the Chancellor long-
rang and immediate academic plans for the general
academic institutions including programs for
continuous evaluation of existing academic programs.

3.215 Pursuant to governing policies, recommending to
the Chancellor the annual operating budget requests
submitted by each general academic institution.

3.216 Recommending to the Chancellor legislative appro-
priation requests (and policies for the development
of such requests) to be submitted by the System
on behalf of the general academic institutions.

3.217 Processing all academic matters for the System
general academic institutions with the Coordinating
Board, and coordinating other academic matters
directed to the Coordinating Board.

3.218 Coordinating the preparation of the agenda for
meetings of the Council of Academic Institutions.

3.219 Coordinating the development and implementation
of the individual mission of the general academic
institutions.

3.21(10) In matters involving joint programs between System
general academic institutions and System health
institutions, coordinating with the Vice Chancellor
for Health Affairs.

3.21(11) Coordinating activities of the Institute of Higher
Education Management with all System Components
and other interested institutions of higher education
and directing development of its programs to provide
managerial training for persons in administrative
positions in such institutions.

3.22 Director of the Institute of Higher Education Management.
Subject to delegation by the Vice Chancellor for Academic
Affairs, the Director of the Institute of Higher Education
Management is responsible for directing the programs and
training activities of said Institute for the purpose of helping university administrators improve their effectiveness. Specifically, his duties include:

3.221 Developing and implementing plans for periodic Institute short courses for those in higher education administrative positions.

3.222 Planning and implementing topical seminars on timely issues of importance in higher education.

3.223 Communicating with higher education leaders concerning their concepts of critical management problems in higher education and getting their assessment of how Institute programs may meet these needs.

3.224 Planning and implementing new Institute programs in a timely fashion such as internship for individuals selected for administrative positions in the higher education institutions in Texas.

3.225 Preparing requests for the Institute's budget and proposals for support from various sources of potential funding for its programs.

3.3 Officers in the Office of Administration.

3.31 Vice Chancellor for Administration.

Subject to delegation by the Chancellor, the major duties of the Vice Chancellor for Administration include:

3.311 Representing the System in its relations with federal governmental bodies and units; informing appropriate administrative officers of the developments on the national level of significance to the System; recommending System actions and policies responsive to those developments, maintaining and distributing information to, and advising appropriate System Administration and component institution officials, in order to assure proper action by the System with respect to federal governmental programs and activities.

3.312 Communicating the activities of the Board and the System Administration; coordinating news releases and other public information emanating from the component institutions which releases and information involve the Board and System Administration; coordinating and serving as the liaison to System Administration consultants in the area of media relations and public information dissemination; developing a format for the presentation of information about System institutions and activities to the general public; making recommendations to the Chancellor regarding budget
requests and staffing requirements for the public information services of the component institutions.

3.313 Making recommendations to the Chancellor in the area of public policy as it affects the relationships of the System with the federal government, the press, and the general public.

3.314 Performing other duties and assignments as delegated by the Chancellor.

3.4 Officers in the Office of Vice Chancellor for Business Affairs.

3.41 Vice Chancellor for Business Affairs.

Subject to delegation by the Chancellor, the Vice Chancellor for Business Affairs has the general assignment of effective coordination of the business activities of the component institutions in the System. Specifically, his duties include:

3.411 Submitting recommendations to the Chancellor on business operations of the components of the System.

3.412 Reviewing and making recommendations on uniform business systems and management.

3.413 Submitting recommendations relating to programs for the most efficient management of personnel and resources.

3.414 Submitting recommendations for program development for training of personnel in nonacademic areas.

3.415 Reviewing and making recommendations on programs of long-range planning for physical facilities and financial resources.

3.416 Reviewing and making recommendations relating to police and security matters within the System.

3.417 Coordinating the business affairs of the System with other officers and members of the System Administration staff.

3.418 Coordinating the activities of business administrative operations of the component institutions.

3.419 Managing the operations of the offices of Facilities Planning and Construction, System Personnel and Special Services.

3.41(10) Supervising and coordinating the acquisition of all real property at the component institutions.

3.41(11) Directing the management of the purchasing, accounting, equipment inventories, and vouchering operations for the offices of the Chancellor and coordinating the building services for the System buildings.
3.41(12) Directing the management of the System-wide insurance programs (except the System Plan for Professional Medical Malpractice Self-Insurance), including approval of all policies and coverages, such programs to include:
- Fire and Extended Coverage;
- Liability;
- Health;
- Life;
- Accidental Death and Dismemberment;
- Income Replacement; and
- Retirement.

3.42 **Budget Director.**

The Budget Director's primary responsibilities are to plan and develop systems and procedures for uniform budget preparation, budget control and financial reporting. Subject to delegation by the Vice Chancellor for Business Affairs, the major duties of the Budget Director include:

3.421 Formulating procedures governing the preparation and review of all budgets and developing effective methods of presenting approved budgets to appropriate agencies.

3.422 Recommending procedures to be followed, including format, schedules of budget preparation, and effective review of budgets.

3.423 Preparing budget-writing instructions.

3.424 Conducting budget and other related research studies.

3.425 Planning systems and procedures for budgetary control and financial reporting.

3.426 Controlling and supervising distribution of all budgets and processing and approving (as delegated) interim budget changes.

3.427 Preparing periodic budgetary, financial, and special reports, as appropriate.

3.428 Serving as liaison with the staff of the Legislative Budget Board, the Governor's Budget Office, and the Coordinating Board, Texas College and University System.

3.43 **Comptroller.**

3.431 Subject to delegation by the Vice Chancellor for Business Affairs, the Comptroller formulates and recommends procedures to be followed in the business operations of the System for:

3.431(1) Accounting, auditing and reporting, and expenditure control.
3.431(2) Receipt, disbursement, and custody of funds.
3.431(3) Procurement and purchasing.
3.431(4) Management of auxiliary service enterprises.
3.431(5) Data processing systems - including prior approval of equipment acquisitions by purchase or lease.
3.431(6) Accounting and business system development.
3.431(7) Accounting records, forms, procedures, and financial reports, including format for such reports.
3.431(8) Terms of depository agreements with banks.
3.431(9) Lease contracts for building space.
3.431(10) Approval of the business aspects and overhead rates in research and other contracts with outside agencies.
3.431(11) Conducting postaudits at each component institution.
3.431(12) Supervising the auditing of oil and gas production.

3.432 The Comptroller is responsible as joint custodian with the Director of Accounting for bearer securities owned by System funds that are maintained in bank safe deposit boxes and are not in the custody of the State Treasurer.

3.44 Director of Accounting.

The Director of Accounting of The University of Texas at Austin serves also as director of accounting for System Administration and is the accounting officer for both The University of Texas at Austin and for System Administration.

3.441 Subject to delegation by the Vice Chancellor for Business Affairs, his duties include:

3.441(1) Having responsibility for custody, accounting and reporting of all funds handled by the Director of Accounting's Office for the component institutions outside of Austin, and for System Administration, the Permanent University Fund, the Available University Fund, and trust and special funds.

3.441(2) For securities owned by System funds and not in custody of the State Treasurer, having custody of registered securities.

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and joint custodian, with the Comptroller, of bearer securities maintained in bank lock boxes.

3.441(3) Maintaining a full and complete set of records that accurately reflect the balances and transactions of all financial and property accounts of the System (as contrasted with such accounts of the component institutions).

3.442 With respect to System Administration matters, the Director of Accounting reports to and is responsible to the Comptroller. With respect to other matters, he reports to the appropriate officers of The University of Texas at Austin.

3.45 Director of Facilities Planning and Construction.
Subject to delegation by the Vice Chancellor for Business Affairs, the duties of the Director of Facilities Planning and Construction include:

3.451 Managing the administration and general supervision of any new building construction and initial equipping thereof costing in excess of $50,000.00; managing any inside or outside repairs, remodeling, rehabilitation, new construction of improvements other than building, or campus planning costing $80,000.00 or more; managing any preliminary planning, feasibility studies, or investigations which are estimated to ultimately develop into one of the above projects at any component institution of the System; advising and working with the consultants, architects and engineers employed by the Board subject to the terms and conditions of the contracts with those architects and engineers.

3.452 Serving as ex officio member of all faculty building committees at the component institutions.

3.453 Preparing and executing all documents relating to the acquisition and the use of funds received from the federal government and state agencies in connection with construction grant awards.

3.454 Coordinating the preparation of and approving of all grant applications on approved construction projects filed with governmental agencies.

3.455 Coordinating the development of and maintaining of master plans for all component institutions, including but not limited to land utilization, utility and landscape plans.
3.456 Developing standards for maintenance of all physical facilities at component institutions.
3.457 Directing the negotiation and approval of all utility contracts.

3.46 Executive Director for Investments and Trusts.
Subject to delegation by the Vice Chancellor for Business Affairs, the Executive Director for Investments and Trusts implements, when they are approved by the Board, policies and actions with respect to:

3.461 Investing, managing, and administering of all endowment funds belonging to the System and its component institutions, including the Permanent University Fund and all trusts and special funds.
3.462 Issuing, managing and paying all bonds and other evidences of indebtedness issued by the Board for System and its component institutions.
3.463 Presenting to the Board through the Chancellor periodic reports of the status and prospect of funds for which he has responsibility and that will be available for expenditure by the System and its component institutions.
3.464 Directing the management of all transactions relative to real estate interests owned or controlled by the Board of Regents, except University (Permanent University Fund) Lands.
3.465 Consulting with the Executive Associate for Economic Affairs with respect to the development of long-range plans for the development and management of the economic resources of the System and its component institutions.

3.47 System Personnel Director.
The System Personnel Director's primary responsibility is to plan, develop, and coordinate System-wide personnel policies and procedures. Subject to the delegation by the Vice Chancellor for Business Affairs, the System Personnel Director is responsible for:

3.471 Acting as liaison between component institution personnel officers and the System offices regarding all personnel matters relating to classified personnel, administrative staff, and certain matters relating to teaching and/or academic personnel.
3.472 Advising the System Officers and making recommendations concerning development of methods and procedures designed to maximize the effectiveness of System Personnel Programs.
3.473 Reviewing and recommending all classified personnel pay plans for each component institution, including the establishment of proper
classification and pay scales consistent with needs and System-wide policies and procedures.

3.474 Reviewing and recommending the Personnel Office budgets for each component institution.

3.475 Directing the administration of the System Personnel Office, including the Workmen's Compensation Insurance section.

3.476 Reviewing and recommending to System Officers any rules and regulations or changes thereto that, after proper consultation with officers of component institutions, are considered beneficial or necessary for the proper administration of the System-wide Personnel Program.

3.477 Establishing employee development and training programs for all component institutions, including particularly supervisory training programs.

3.478 Formulating policies and procedures concerning labor relations and employer-employee relationships.

3.479 Assisting and establishing personnel data systems and proper practices and procedures concerning the personnel records of all employees.

3.47(10) Conducting System-wide wage and salary research studies and formulating data for proper implementation of personnel pay programs.

3.47(11) In consultation with the personnel offices of the component institutions, developing and maintaining a System-wide personnel pay plan with uniform titles and account numbers.

3.47(12) Supervising and coordinating the affairs of the Office of Equal Employment Opportunity and Employee Relations.

3.48 Director of Police.

Subject to delegation by the Vice Chancellor for Business Affairs, the Director of Police is responsible for:

3.481 Approving qualifications for police personnel at the component institutions of the System and approving all applicants to a basic or in-service training school or academy.

3.482 Approving the organizational structure for police departments at the component institutions of the System.

3.483 Establishing and supervising all training programs for System police, including basic and in-service training, as well as on-the-job training at each component institution of the System.

3.484 Conducting the System training in accordance with the standards of the Texas Commission on Law
Enforcement Officer Standards and Education, in order to maintain accreditation with this state agency.

3.485 Maintaining liaison with the Director of Training, Texas Department of Public Safety, and the Coordinator of Training, Federal Bureau of Investigation, and being aware of new training techniques, procedures, programs, and equipment.

3.486 Establishing a uniform reporting and record system for police departments at the component institutions of the System and approving any changes thereto.

3.487 Conducting periodic inspection of the police departments of the component institutions of the System and evaluating their performance as police agencies.

3.488 Formulating and establishing policies and procedures for police operations on a System-wide basis.

3.489 Establishing, maintaining, and supervising on a System-wide basis, a program for police personnel promotion.

3.48(10) Reviewing and recommending the pay scale for police personnel throughout the System.

3.48(11) Surveying all component institutions of the System for security needs of existing buildings, grounds, and lighting, in order to make the appropriate recommendations to insure the prevention of criminal activities and the protection of life and property.

3.48(12) Consulting with the Office of Facilities Planning and Construction on security needs for new construction, including security lighting on the property of the component institutions of the System.

3.48(13) Coordinating the use of police throughout the System in emergency situations.

3.48(14) Submitting periodic reports to the Vice Chancellor for Business Affairs concerning the operations of the police departments of the System.

3.5 Officers in the Office of Health Affairs.

3.51 Vice Chancellor for Health Affairs.

Subject to delegation by the Chancellor, the Vice Chancellor for Health Affairs has the general assignment of effective coordination of those component institutions concerned primarily with health sciences. Specifically, his duties include:

3.511 Submitting to the Chancellor recommendations on System programs on health science education, research, and public service, including general...
plans and operations for the health institutions.

3.512 Reviewing and making recommendations on proposals from the health institutions requiring action by the Chancellor.

3.513 Preparing and submitting to the Chancellor long-range and immediate plans for health science education, research and public service for the health institutions.

3.514 Recommending to the Chancellor the annual operating budget requests submitted by each health institution.

3.515 Recommending to the Chancellor legislative appropriation requests (and policies for the development of such requests) to be submitted by the System on behalf of the health institutions.

3.516 Processing all matters for the System health institutions with the Coordinating Board, and coordinating other health education matters directed to the Coordinating Board.

3.517 Preparing the agenda for the meetings of the Council of Health Institutions.

3.518 Coordinating the development and implementation of interinstitutional programs to benefit the individual health institutions in the achievement of their missions.

3.519 Interpreting the health institutions' policies and programs to health professional groups at the local, state and national levels, and coordinating efforts with such health professional groups and state and federal regulatory agencies to assist the health institutions in the achievement of their missions.

3.51(10) Providing direction for the efficient and effective operation of The University of Texas System Medical-Dental Application Center.

3.51(11) Directing the activities of the Institute for Health Policy and Planning and coordinating its activities with both state and federal governmental agencies and health professional groups.

3.51(12) Coordinating with the Vice Chancellor for Academic Affairs in matters involving joint programs between System academic institutions and System health institutions.

3.6 Officers in the Office of Lands Management and the Office of General Counsel.

3.61 Vice Chancellor for Lands Management and General Counsel.

Subject to delegation by the Chancellor, the Vice Chancellor for Lands Management and General Counsel is
responsible for (a) providing direction and management of the husbandry, utilization, and sale of University (Permanent University Fund) Lands; (b) providing all legal services required by the System and its personnel to insure the proper protection and advancement of its interests; and (c) maintaining such management, supervision, and services at a high level of effectiveness. The major duties of the Vice Chancellor for Lands Management and General Counsel include:

3.611 Directing the management and supervision of all legal personnel and affairs of the System.

3.612 Directing the personnel, operations, activities and transactions of the System (except accounting and auditing) with respect to the surface of University (Permanent University Fund) Lands.

3.613 Directing the personnel, operations, activities and transactions of the System (except accounting and auditing) with respect to oil, gas and mineral exploration and production on the University (Permanent University Fund) Lands.

3.614 Working closely with the Board for Lease of University Lands in the discharge of its duties and responsibilities.

3.615 Directing and managing the operation of the following budgeted activities which are part of the Office of Lands Management: Board for Lease - University Lands, University Lands - Geology and Surveying, Oil Field Supervision and Geophysical Exploration, and University Lands - Surface Leasing.

3.616 Providing advice, counsel and legal interpretations to System officials and personnel concerning legal matters affecting System operations.

3.617 Directing the Office of General Counsel (OGC) personnel with respect to work priorities and assignments, standards of performance, and career development, delegating to staff members responsibility for particular legal and OGC administrative tasks; and coordinating and controlling OGC budget and personnel levels.

3.618 Directing and managing (within applicable limits of authority) all litigation and administrative agency hearings; authorizing and approving the institution of legal proceedings; evaluating, directing and approving action and procedures relative to prosecution or defense of pending litigation and administrative proceedings; employing
outside counsel; and authorizing and approving settlement or appeal of litigation.

3.619 Advising, counseling, and disseminating information to affected System units relative to the nature, evaluation, progress, and results of litigation, administrative proceedings, and other legal matters, and making recommendations to System officials and other personnel as to future operations and objectives.

3.61(10) Approving as to form all contracts and agreements and all amendments to the Regents' Rules and Regulations; and approving as to form all institutional Handbooks of Operating Procedures, whether finally approved or not, and all amendments to such Handbooks.

3.61(11) Drafting all legislation that has been approved by the Board or requested by any System officer for submission to the Board for approval.

3.61(12) Identifying and evaluating administrative and functional problems and directing or recommending, as appropriate, course of action for solution.

3.61(13) Representing the System before legal, educational and governmental groups and associations.

3.61(14) Acting as administrator of the System Plan for Professional Medical Malpractice Self-insurance and System Patent Officer.

3.61(15) Working in cooperation with the Attorney General of the State of Texas, State Agency legal counsel and outside counsel.

3.61(16) Assuming responsibility for any other legal, administrative or operational matters delegated by the Chancellor.

3.62 Manager of University Lands - Oil, Gas and Mineral Interests.
Subject to delegation by the Vice Chancellor for Lands Management and General Counsel, the Manager of University Lands - Oil, Gas and Mineral Interests is responsible for providing field supervision of System operations, activities and transactions involving oil, gas and mineral development and production on the University Lands. Within limits of authority set by said Vice Chancellor, such Manager's regular duties include:

3.62(1) Making recommendations to the Board for Lease of University Lands, and the Board of Regents, as appropriate, for periodic oil and gas lease sales of University Lands, and for unitization, pooling and other transactions involving oil and
gas leasehold and royalty interests and other mineral interests in University Lands, after such recommendations have been approved by the Vice Chancellor for Lands Management.

3.622 Organizing, directing, guiding, setting objectives and standards for, and assigning and evaluating the work of all personnel reporting to him.

3.623 Reviewing periodically the terms and conditions of forms and transactions involving oil and gas interests in University Lands, and making recommendations with respect thereto to the Vice Chancellor for Lands Management.

3.624 Reporting regularly to the Vice Chancellor for Lands Management all activities, developments and problems which could significantly affect System interests and University Lands, together with his recommendations with respect thereto.

3.625 Working closely with the Board for Lease of University Lands in the discharge of its duties and responsibilities.

3.626 Coordinating with the Manager of University Lands - Surface Interests in the discharge of their duties and responsibilities.

3.63 Manager of University Lands - Surface Interests.

Subject to delegation by the Vice Chancellor for Lands Management and General Counsel, the Manager of University Lands - Surface Interests is responsible for providing field supervision of System operations, activities, and transactions pertaining to surface interests, water rights and oil and gas field operations in or on University Lands. Within limits of authority set by said Vice Chancellor, such Manager's regular duties include:

3.631 Making recommendations to the Board with respect to all transactions involving surface interests in University Lands, including research projects, right-of-way easements, agricultural, grazing and other surface use leases, and geophysical permits, after such recommendations have been approved by the Vice Chancellor for Lands Management.

3.632 Organizing, directing, guiding, setting objectives and standards for, and assigning and evaluating the work of all personnel reporting to him.

3.633 Reviewing periodically the terms and conditions of forms and transactions involving surface interests in University Lands, and making recommendations with respect thereto to the Vice Chancellor for Lands Management.
3.634 Reporting regularly to the Vice Chancellor for Lands Management all activities, developments and problems which could significantly affect System interests in University Lands, together with his recommendations with respect thereto.

3.635 Working closely with federal and state agencies in connection with research and development projects and activities, involving utilization and husbandry of University Lands, of mutual interest to the System and such agencies.

3.636 Coordinating with the Manager of University Lands - Oil, Gas and Mineral Interests in the discharge of their respective duties and responsibilities, and acts as oil and gas fields supervisor.

3.64 Associate General Counsel.

Subject to delegation by, and within limits of authority set by the Vice Chancellor for Lands Management and General Counsel, the Associate General Counsel provides direct management and supervision of personnel and activities of the Office of General Counsel (OGC), and is responsible for the following duties:

3.641 Managing and supervising the activities of the OGC with respect to the System Patent Office, the System Plan for Professional Medical Malpractice Self-Insurance and legal services for the System, including counsel and advice, litigation and litigation management, preparation and approval of documents, administrative hearings and their management, and preparation and analysis of legislation.

3.642 Organizing, directing, guiding, setting objectives and standards for, and assigning and evaluating work of all OGC personnel reporting to him.

3.643 Identifying and evaluating administrative and functional problems and recommending to the General Counsel a course of action for their solution.

3.644 Reporting regularly to the General Counsel all legal and other OGC activities and developments of significance to OGC or System interests, together with his recommendations thereto if any.

3.645 Substituting for the General Counsel as assigned, assuming responsibility for any other legal or administrative matter delegated by the General Counsel with respect to the responsibilities and activities of the OGC.

3.646 Providing legal counsel and advice to System officers, and their staffs, with respect to legal
matters arising from System operations.

3.647 Representing the System in court and before administrative boards and tribunals.

3.648 Preparing, analyzing, and giving legal approval to agreements, contracts and various legal documents and instruments; amendments to Regents' Rules and Regulations; and approval as to form all institutional Handbooks of Operating Procedures, and all amendments thereto.

3.649 Reviewing, analyzing and providing legal counsel on pending and enacted legislation and governmental regulations, and drafting proposed legislation and regulations.

3.7 Councils of System Administration.

3.71 The Council of Academic Institutions.
The Council of Academic Institutions is composed of the Chancellor, the Vice Chancellor for Academic Affairs, and the chief administrative officers of the general academic institutions of the System. The Chancellor shall serve as the Council's permanent chairman and shall conduct regular meetings to review common problems of planning, development, and operation of the several institutions represented. The Vice Chancellor for Academic Affairs shall be the permanent vice-chairman.

3.72 The Council of Health Institutions.
The Council of Health Institutions is composed of the Chancellor, the Vice Chancellor for Health Affairs, and the chief administrative officers of the component institutions of the System concerned directly with health affairs. The Chancellor acts as the Council's permanent chairman and shall conduct regular meetings to review common problems of planning, development, and operation of the several institutions represented. The Vice Chancellor for Health Affairs shall be the permanent vice-chairman.

3.73 The Business Management Council.
The Business Management Council advises the Chancellor in the areas of budgeting, business management, data processing, physical plant operations, planning, construction, and accounting systems development. The Council is composed of the chief business officers of the component institutions and the Vice Chancellor for Business Affairs (the Chairman), who prepares the agenda.

Sec. 4. Chief Administrative Officers of Component Institutions.

4.1 The Board selects the chief administrative officer of each component institution.
When it is known that there is to be a vacancy in the office of a chief administrative officer of a component institution having faculty and students, an Advisory Committee with the Chancellor as Chairman shall be established as follows to recommend candidates to the Board:

- Chancellor (Chairman)
- Vice Chancellor for Health Affairs or Vice Chancellor for Academic Affairs (as determined by the Chancellor)
- Three Chief Administrative Officers (to be appointed by the Chairman of the Board from three of the component institutions)
- Three Regents (to be appointed by the Chairman of the Board)
- Five Faculty members of the institution involved, at least three of whom shall have the rank of associate professor or higher (method of selection to be determined by the General Faculty of the campus)
- One Dean (for academic institutions to be selected by Dean's Council of the institution involved) (for health science centers to be the Dean of Medicine of the health science center involved)
- Two Students from the institution involved (method of selection to be determined by the Student Government of the campus involved or, if there be no Student Government, by the chief administrative officer of the institution)
- President of the Ex-Students' Association of the campus involved or his designee (if institution does not have an active alumni organization, then a member of the development board or an interested layman to be appointed by the chief administrative officer of the institution involved.)

When it is known that there is to be a vacancy in the office of a chief administrative officer of a component institution not having faculty and students, an Advisory Committee shall be appointed by the Chancellor, subject to approval of the Chairman of the Board. The Chancellor shall be Chairman of said Committee.
4.13 The Advisory Committee shall determine the availability of each candidate selected. To evaluate a candidate, the Advisory Committee shall set up criteria that relate to the needs of the individual component and shall seek advice on the ability of each candidate interviewed including advice from competent sources as to the candidate's administrative and business ability.

4.14 Finally, the Advisory Committee shall submit through its Chairman, the Chancellor, its recommendations with no preference indicated. Candidates submitted shall have received a majority vote of the Committee. If none of the names submitted in the report of the Advisory Committee is satisfactory to the Board, then the Board in its discretion may either name a new committee or proceed to select a chief administrative officer under such other procedures as in its discretion it may deem proper and appropriate.

4.2 Each chief administrative officer reports to and is responsible to the Chancellor, and serves without fixed term, subject to the pleasure of the Chancellor and approval by the Board.

4.3 Within the policies and regulations of the Board, and under the supervision and direction of the Chancellor, the chief administrative officer has general authority and responsibility for the administration of that institution.

4.31 Specifically, the chief administrative officer is expected, with the appropriate participation of the staff, to:

4.311 Develop and administer plans and policies for the program, organization, and operation of the institution.

4.312 Interpret the System policy to the staff, and interpret the institution's program and needs to the Chancellor and to the public.

4.313 Develop and administer policies relating to students, and where applicable, to the proper management of services to patients.

4.314 Recommend appropriate operating budgets and supervise expenditures under approved budgets.

4.315 Nominate all members of the faculty and staff, maintain efficient personnel programs, and recommend staff members for promotion, retention, or dismissal for cause.
4.316 Insure efficient management of business affairs and physical property; recommend additions and alterations to the physical plant.

4.317 Serve as presiding officer at official meetings of faculty and staff of the institution, and as ex officio member of each college or school faculty (if any) within the institution.

4.318 Appoint, or establish procedures for the appointment of, all faculty, staff, and student committees.

4.319 Cause to be prepared and submitted to the Chancellor the rules and regulations for the governance of the institution. When such rules and regulations have been finally approved by the Chancellor, they shall thereafter constitute the Handbook of Operating Procedures for that institution. Provided, however, that whether or not finally approved by the Chancellor, any rule or regulation in any such institutional Handbook of Operating Procedures that is in conflict with any rule or regulation in the Regents' Rules and Regulations, is null and void and has no effect, and whenever any such conflict is detected, the Chancellor and the chief administrative officer of the component institution shall immediately make such amendments to the institutional Handbook of Operating Procedures as may be necessary to eliminate such conflict.

4.31(10) Assume initiative in developing long-range plans for the program and physical facilities of the institution.

4.31(11) Assume active leadership in developing private fund support for the institution in accordance with policies and procedures established in the Regents' Rules and Regulations.

Sec. 5. Appointment of Other Administrative Officers.

The Board delegates to the Chancellor and the Chancellor delegates to the chief administrative officer of each component institution the responsibility for the appointment and dismissal of all other administrative officers of each component institution, including vice presidents, deans, directors and their equivalents. However, prior approval of the Chancellor shall be necessary for each such permanent or acting appointment and for each such dismissal whether from a permanent or acting appointment. All such other

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administrative officers serve without fixed terms and subject to the pleasure of the chief administrative officer of the institution and the aforesaid approval of the Chancellor.

5.2 The Board delegates to the Chancellor and the Chancellor delegates to the chief administrative officer of each component institution the responsibility for the permanent or acting appointment of department chairmen, department heads, and their equivalents. Such department chairmen, department heads and their equivalents serve without fixed terms and subject to the pleasure of the chief administrative officer of the institution.

5.3 The Board endorses the principle of reasonable faculty and student consultation in the selection of administrative officers of the component institutions, and the primary operating units, and expects the chief administrative officer, as he deems appropriate, to consult in the selection process with the representatives of the faculty and student body. However, the chief administrative officer of the component institution is responsible for executing the duties of his office and consequently shall not be bound by nominations to administrative positions in his institution by campus selection committees, and the Handbook of Operating Procedures of each component institution shall so state.