

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

## **SRSU Policy: Statement of Governance**

### **SRSU Policy ID: APM 1.11**

**Policy Reviewed by: Director of Administration**

**Approval Authority: President of the University**

**Approval Date: July 1, 2013**

**Next Review Date: July 1, 2018**

#### A. Statutory Authorization and Board of Regents

Sul Ross State University is a multipurpose state university offering programs of both general and special learning at the undergraduate and graduate levels. It is one of 38 public universities in the State of Texas.

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

#### B. University Policies and Procedures

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

#### C. President of the University

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

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Chapter IV of the *Rules and Regulations, Texas State University System*.

Subject to the approval of the Regents, the President is responsible for the overall organization and staffing of the University. In keeping with the rules, the President may delegate authority or responsibility as needed and permitted by the *Rules and Regulations, Texas State University System*.

## D. University Organization and Structure of Governance

Sul Ross State University is organized into five major divisions of activity: Academic and Student Affairs, headed by the Provost and Vice President for Academic and Student Affairs; Finance and Operations, headed by the Vice President for Finance and Operations; Enrollment Management, headed by the Vice President for Enrollment Management; Information Technology Services, headed by the Chief Information Officer; and the Sul Ross State University Rio Grande College, headed by the Associate Provost and Dean of Rio Grande College. These five central administrative officers and the President make up the University Executive Cabinet. The Executive Cabinet meets weekly and serves in an advisory capacity to the President.

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

### 1. Faculty Governance

Faculty governance at Sul Ross is provided by the Faculty Assembly on the Alpine campus and the Faculty Senate at the Rio Grande College Campus. These groups serve in an advisory capacity to the Executive Cabinet on matters of interest and concern to the faculty in each location. The roles and responsibilities of these faculty organizations are established by their respective constitutions, each of which is reviewed by System Counsel and approved by the President of the University. These organizations determine their own agendas and to the extent that their discussions lead to the development of recommendations, those recommendations are forwarded to the appropriate Executive Cabinet member by the Chair or President of the respective organization. The constitutions of the [Alpine Faculty Assembly](#) and the [Rio Grande College](#)

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[Faculty Senate](#) are available on the Sul Ross State University website.

## 2. Committees and Councils

The committees and councils detailed in Sections 1.07 and 1.08 are appointed by the President of the University with the advice and input from faculty organizations, the Student Government Association, and the Executive Cabinet. These committees and councils report either to the President or to a member of the Executive Cabinet. In addition to the committees and councils described earlier, there are a number of other committees and councils which are an integral part of faculty governance and are prescribed in the constitutions of the faculty organizations in Alpine and the Rio Grande College. Ordinarily, procedures and policy recommendations in these areas of activity originate with the appropriate committee or council. However, if a recommendation or concern does originate in another administrative area and is relevant to the charge of a particular committee or council, the recommendation or concern will be forwarded to the appropriate group for review and recommended action.

Occasionally, special purpose task forces are organized to address and develop recommendations concerning particular needs or concerns. In each instance, the task force is given a precise charge and exists only for the duration of the study which it is assigned to undertake.

## E. Guidelines for University Committees and Councils

1. A quorum shall be a simple majority of the voting membership.
2. Ex officio members shall be non-voting unless otherwise defined in the official committee membership list as maintained in the Office of the President.
3. Unless otherwise designated on the official membership list, committees and councils shall select their own chair annually from regular membership at the first meeting of the academic year.
4. In the event that activities require support beyond that which the members are able to provide, the chair will work directly with the administrator to whom the committee or council reports to identify appropriate means of assistance.

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5. Once appointed to a committee or council, if an individual is unable to participate, or fails to participate consistently without good reason, the chairperson may request a replacement.
  6. The chair has the right to vote or not to vote on any issue, except in the case of a tie, in the event of which the chair is expected to cast a vote.
  7. The chair is responsible for forwarding all recommendations to the appropriate administrator who is responsible for ensuring that the committee is informed of actions taken or not taken relative to the recommendations.
- F. The Role of Students in University Governance at Alpine and RGC campuses
1. Sul Ross State University recognizes the importance of student involvement in the governance of the University. To accomplish this goal, students hold positions on all appropriate academic, institutional, and campus affairs committees and councils and are provided a system for student self-governance. The University supports student publications as a means of providing student-selected input and information to the student body.
  2. The Student Government Association is the student government organization and its representatives and officers are elected by the student body which consists of all full and part-time students who have paid the appropriate Student Service Fees for that semester. The students exercise their authority through a student representative system outlined by the Student Government Association constitution which is approved by the University President. The legislative branch, the Student Senate, meets regularly during the academic year and presents recommendations to the President through the chief student affairs officer.
  3. The Student Government Association will be the official voice of the student body. The University will support the Student Government Association by providing an advisor to communicate between the University and the Student Government Association and to ensure that issues raised by the Student Senate receive appropriate attention and follow-up. The University will work through the elected officers and the advisor(s) of the Student Government Association to keep students

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informed of key University issues, policies, and plans.

4. The chief student affairs officer will periodically initiate a review to be performed by each University committee and council and by the Student Senate of the role of students in committee purpose and structure. Each committee, council and the Student Government Association will recommend separately to the President of the University whether or not students should be included for membership. If students are to be involved, the recommendation shall include the students' role and involvement as well as any special qualifications of the student member(s).
5. The President of the University will review the recommendations and determine the University-wide committees and councils on which student membership is appropriate. The President will then appoint students from those recommended to him by the chief student affairs officer with input from the Student Government Association and the Dean of Student Life or Director of Admissions and Director of Records and Registration.

## G. General Faculty and Staff Meetings

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

## H. Office Operating Procedures Manuals

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