

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 1	Administration and Organization	Effective:	May 2005
Section 1.3	Executive Officers	Revised:	October 2009
Policy 1.3.5	Vice President for Academic Administration	Responsibility:	President

VICE PRESIDENT FOR ACADEMIC ADMINISTRATION

Overview

The Vice President for Academic Administration advises the President in the establishment of policies that affect academic affairs and other key issues that significantly impact the institution as a whole. The Vice President for Academic Administration is responsible for the oversight of a variety of academic and administrative matters that concern all faculty. These include inter-faculty initiatives and other inter-faculty academic efforts, as well as efforts to promote the recruitment, development and retention of a highly qualified and diverse workforce. The Vice President for Academic Administration serves as the Chief Academic Officer and acts for the President in matters delegated by the President and fulfills the duties of the President in matters delegated by the President. He or she serves at the pleasure of the President, without fixed term, and performs such duties as are assigned by the President.

Staff Responsibilities

As a staff officer, the Vice President for Academic Administration participates in consideration of all policies, plans, and programs of the Health Science Center. By delegation from the President, the Vice President:

1. Serves as the chief liaison with external academic regulatory agencies.
 2. Participates in formulation of academic policy for the Health Science Center.
 3. Participates in the development of the annual operating budgets and biennial legislative submissions of the Health Science Center.
 4. Represents the Health Science Center in matters pertaining to academic administration.
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Line Responsibilities

As a line officer, the Vice President for Academic Administration has general charge and responsibility for oversight of the following areas and functions:

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1. The Assistant Vice President for Academic Administration.
 2. The Office of Scheduling and Facilities Data Management.
 3. The Academic Center for Excellence in Teaching (ACET).
 4. The Office of International Services.
 5. RAHC Administrative Services.
 6. Center for South Texas Programs.
 7. The Dolph Briscoe Jr. Library.
 8. The Office of Student Services.
 9. Administrative matters as may be assigned by the President.

**Other
Responsibilities**

The Vice President for Academic Administration also:

1. Serves as a member of the Executive Committee of the Health Science Center and other appropriate policy-making bodies.
2. Establishes and appoints (or authorizes the election of) such ad hoc committees or councils for the Health Science Center as needed and appropriate to the responsibilities of the office.
3. Serves on appropriate committees of The University of Texas System and at the state and federal levels.
4. Participates in promotion and tenure reviews and appeals.
5. Oversees the student grievance process, and participates, as requested by the President, in the faculty grievance process.
6. Performs other duties as assigned by the President.