President

Job Code 00000900

General Description
Responsible for serving as the chief executive officer of the University, exercising broad discretionary powers granted by the Board of Regents effectively to administer the University within the policies and guidelines as set forth by the Chancellor and Board of Regents.

Examples of Duties
Develop and maintain efficiency and excellence within the University, including maintenance of appropriate accreditations.
Provide formal and informal status reports to the TSUS Board of Regents on administrative issues regarding the University.
Recommend appropriate operating budgets to Board of Regents for approval and supervise expenditures under approved budgets.
Manage efficiently University business affairs and physical property; approve and supervise additions and alterations to the physical plant; and develop long range plans for all University programs and physical facilities.
Oversee the development and implementation of a strategic plan and a master plan for the University. Provide leadership and oversight to the University and its divisions.
Manage the diverse groups who compose the university.
Communicate Texas State University’s mission to all constituencies, both internal and external.
Provide testimony to legislative committees and other governmental bodies regarding requests for information, funding, legislation impacting the University, and other issues.
Speak to alumni, parents, faculty, staff, corporate representatives, and other interested parties to publicize Texas State University’s activities and raise funds for the university.
Appoint campus committees and appoint or establish procedures for the appointment of faculty and staff.
Employ campus peace officers in conformity with the Texas Commission on Law Enforcement Officers and Standards and Texas Education Code, Section 51.203 and recommending their approval to the Chancellor and to the Board.
Provide broad administrative oversight of all personnel actions within the University.
Approve all faculty tenure and promotion decisions.
Chair President’s Cabinet and serve as member or chair of other ongoing and ad hoc internal and external committees.
Respond to and provide information to internal councils such as Faculty Senate and Staff Council. Direct the administrative operations of the President’s Office.
Engage in service to external constituencies as is appropriate to advance the mission of the university.
Oversee the allocation of funds and other resources to the divisions through the annual budget and salary review process.
Provide final internal approval of academic and administrative matters such as establishment of
new degree programs and major construction projects.
Exercise appropriate administrative and fiscal control over the University’s intercollegiate athletics program and represent the program on the Board of the athletic conference.
Lead private fund development support for the University in accordance with policies and procedures under the System Rules and Regulations.
Administer all University contracts, agreements, or purchases as delegated under the System Rules and Regulations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: higher education/University governance and University policies; of the budgeting process; of the strategic planning process; of the legislative process; of the tenure and promotion process.

Ability to: speak to both individuals and groups of people about the mission and activities of the University; to raise funds and other resources; to establish productive relationships with community and business leaders; to manage the university’s budget and provide leadership for the University; to ensure effective allocation of resources; to manage diverse groups.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements