

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** President

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-3840

**STATUS & GRADE:** E-NC

**DATE:** 04/1999

**DEPARTMENT:** Sam Houston State University

**EDUCATION & EXPERIENCE REQUIREMENTS:** Terminal Degree or academic credentials deemed appropriate by the Board of Regents. Proven and substantive administrative experience with a record or proven accomplishments as an administrator at a senior educational institution or its equivalent as determined by the Board of Regents. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** The President is the Chief Executive Officer of Sam Houston State University and is responsible for the development, maintenance and utilization of the university's resources in such a manner that its goals, and objectives are achieved in the most effective and efficient manner, and in accordance with the desired philosophy as determined by the Board of Regents.

**SUPERVISION GIVEN & RECEIVED:** The President directly supervises the Divisional Vice Presidents.

**PRIMARY RESPONSIBILITIES:** The President's authority, duties and responsibilities as described in the Board of Regents Rules and Regulations manual are as follows:

1. The President of each University shall be responsible for developing and maintaining efficiency and excellence within the University.
2. The President shall be answerable to the Board of Regents and shall have discretionary powers broad enough to effectively administer the University within the policies and guidelines as set forth by the Board of Regents. The President shall have such powers as may be from time to time delegated by the Board.
3. The President shall be prepared to make recommendations to the Board on University matters which require Board approval.
4. The President shall be responsible for carrying out all Board orders affecting the University and shall be ultimately responsible for the actions of the other employees of the University.
5. The President shall interpret the System policies to the faculty and staff and interpret the University's programs and needs to the Board and to the public.
6. The President shall recommend appropriate operating budgets and supervise expenditures under approved budgets.
7. The President shall nominate to the Board the appointment and reappointment of all members of the faculty and administrative officers and recommend such individuals for promotion, retention, or dismissal.
8. The President shall develop and maintain efficient personnel programs for all employees, including faculty and administrative officers.
9. The President shall insure efficient management of business affairs and physical property and shall recommend additions and alternations to the physical plant as provided by the Board Rules and Regulations.
10. The President shall serve as presiding officer at official meetings of faculty and staff of the University and as ex officio member of each college or school faculty within the University.
11. The President shall appoint or establish procedures for the appointment of all faculty, staff and student committees.
12. The President shall cause to be prepared and submitted to the Board Office for review the faculty, staff, and student handbooks for the governance of the University.
13. The President shall assume initiative in developing long range plans for all University programs and the physical facilities of the University.
14. The President shall assume active leadership in developing private fund support for the University.
15. The President of the University may suspend, without prior notice or hearing, and immediately remove from the University, any employee or student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the University. The President shall, as soon as possible, notify the General Counsel of such action. In such cases, the President will set a hearing before the appropriate administrator or committee on the employee's or student's case as soon thereafter as is practicable unless otherwise waived by the employee or student.
16. The President shall have the ultimate responsibility for the proper administration of all University contracts, agreements,

or purchases which are delegated to the President under the Board Rules and Regulations.

17. The Board of Regents delegates to the President authority to employ campus security personnel and to commission them as peace officers. The President shall report such actions under this section to the Board at its next regularly scheduled meeting.
18. The Board of Regents delegates to the President authority to promulgate rules and regulations governing the operation and parking of vehicles on property under university control.

The Board of Regents will assign other related duties as they deem appropriate.

**OTHER SPECIFICATIONS:** The president's contacts will normally include but is not necessarily limited to the Board of Regents members, other University systems Presidents, distinguished guests and visitors, legislators, alumni, Divisional Vice Presidents, and community leaders and officials. The President may also be in contact with faculty and staff members, and university students and their parents as deemed appropriate or necessary.

The President's job description is subject to any revisions and updates as occur in the chapter covering the President's of the Universities of the Board of Regents Rules and Regulations manual.

By affirmative vote of a majority of the Board of Regents, the Board shall elect the President of each University in the System. The President of each University shall hold office without fixed term and at the pleasure of the Board. The President shall not have tenure as President, but may hold tenure as a member of the faculty of the University when such tenure has been approved by the Board.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**