JOB DESCRIPTION

TITLE

Chancellor and President

JOB SUMMARY

This is the chief executive officer responsible for the executive management of all operations of Texas Woman's University. Directly accountable to the Board of Regents for the institution, the Chancellor & President performs public and administrative work which furthers the development of the institution toward its goals and objectives. The Chancellor and President may delegate any of the assigned duties and responsibilities of this office, except otherwise restricted by University Policy.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Board of Regents

Supervises: Divisional Vice Presidents, and direct reporting administrators, Executive Assistant to the Chancellor & President

PRIMARY DUTIES - May include, but not limited to the following:

Advises and counsels with the Board of Regents on policies, purposes, and goals of the University; supervise the implementation of these policies and evaluate programs.

Represents or directs the representation of the University in all areas of governmental and public affairs, including the Legislature, the Texas Higher Education Coordinating Board and other state, federal and local agencies.

Establishes procedures for identifying program needs of the University and communicates those needs to the Board of Regents, the Legislature and other constituencies.

Establishes procedures for determining developmental needs of the University and assists in efforts to attract funding to support those needs.

Reviews and approves for submission, all recommendations to the Board and its standing committees developed by the respective Vice Presidents for consideration by the Board of Regents.

Coordinates the development of, and approves, the annual operating budget and biennial legislative submission of the University for consideration by the Board of Regents.
Responsible for the design, execution, and effectiveness of University internal controls; provides reasonable assurance that University operations are efficient, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies and procedures are followed. Plans, directs, and evaluates a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution. Promotes diversity within the University community.
Directs a program of facilities planning and financing for the University. Upon approval of the Board of Regents of plans and contracts, administer programs for major construction and improvement of the University physical plant. Evaluates the performance of Vice Presidents, direct reporting administrators and Executive Assistants. Exercises such other executive powers as may be required for the efficient management of the University or as assigned by the Board. Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

Doctorate degree required.

**EXPERIENCE**

Extensive professional, administrative, and public experience, preferably including some experience relating to an institution of higher education or professional school.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and the university community. Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Ability to apply budgetary and fiscal planning techniques within financial constraints.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Ability to communicate effectively - orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Employee Signature:____________________________  Date: _____________**

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.