

## **B.2.1 (Policy) Organizational Plan**

Responsible Department: Office of the Chancellor

Board Adoption: 8-18-09

Last Board Action: 12-13-16

Last Amended: 1-9-19

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### **College District**

The organizational structure of the College District shall encompass a system of cooperating colleges designed to fulfill the College District's mission.

The College District and college organization charts can be found at:

<https://www.alamo.edu/contentassets/006de5e4df104b8e8f46de14bb9ffda3/alamo-colleges-organization-chart-december-3-2018.pdf>

### **Chancellor**

The Chancellor is the principal administrative official responsible for the direction of all operations of the College District. Specific responsibilities include, but are not limited to, the following:

1. Act as chief executive officer of the College District, charged with implementing the policies of the Board.
2. Assume overall responsibility for College District programs and services, including administration, organization, personnel, education and instruction, student services, and business affairs.
3. Provide leadership through analysis of needs, identification of priorities, effective action, evaluation, and revision.
4. Work with the Board to develop a strategic plan and be responsible for the implementation of that plan.
5. Recommend administrator and tenured/tenure-track faculty contracts to the Board (exceptions: District Director of Internal Audit and Chancellor contracts - see [D.2.5](#) and [D.2.5.1](#)).
6. Develop, review, recommend, and implement procedures and policies regarding recruitment, development, evaluation, promotion, and termination of College District employees.
7. Submit to the Board and administer an annual College District budget and make recommendation to the Board for budget changes.
8. Review educational programs on a continuing basis and recommend adoption of courses of instruction and changes that will improve the quality and scope of education and community services.
9. Oversee maintenance and development of physical facilities required by the College District.
10. In cooperation with Board and staff, represent and interpret the College District to the public, the media, community, and professional organizations, other educational institutions, legislative bodies, business and industry.

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11. Lend influence in the development of local, state, and national educational policies.
12. Assume overall responsibility for formulation of all reports required by local, state, and federal agencies.
13. Inform the Board regarding the College District and its needs.
14. Perform such other duties as the Board may assign.

### **Presidents**

Each Alamo Colleges' President serves as the Chief Executive Officer of his/her respective College under the leadership and direction of the Board of Trustees and the Chancellor and in conjunction with the Vice Chancellors. College Presidents are responsible for advancing the mission, vision, and values of the Alamo Colleges, and directing all operational areas of their respective Colleges. College Presidents are selected through an Executive Search Firm and in accordance with Procedure [D.2.2.1 – Hiring Practices](#). College Presidents are selected by the Chancellor, subject to appointment by the Board of Trustees.

### **Vice Chancellors**

The Vice Chancellors serve as the senior administrative leaders responsible for the day-to-day operations of their respective area of responsibility (academic success, student success, finance and administrative services; planning, performance and information systems, and economic and workforce development) and they support the Presidents, Chancellor and Board of Trustees in developing and implementing the strategic plan and initiatives of the District. They are the subject matter experts who provide leadership to the District managers and College administrators in their field of expertise. Vice Chancellors are selected by the Chancellor, utilizing an Executive Search Firm, in accordance with Procedure [D.2.2.1](#), and subject to appointment by the Board of Trustees.

### **Faculty Senates, Staff Senates and Adjunct Faculty Councils, District Council of Chairs, United Faculty Senates, Executive Staff Senate and Executive Faculty Council**

In the interest of maintaining open communication and encouraging participative decision making, the Board wishes to provide avenues for the full-time faculty and staff and the part-time faculty of the College District to be appropriately involved in the governance of the institution. With that intent, the Board sets forth the following policy guidelines:

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1. The senates and councils have the right to gather for the purpose of discussing issues and concerns of particular importance to the respective group.
2. Each faculty senate, staff senate, the District Council of Chairs, the United Faculty Senates, the Executive Faculty Council, the Executive Staff Senate, and part-time faculty council shall have a clear constitution and the membership shall be selected according to provisions and respective charters and constitutions.
3. The senates, and councils have the right to elect or appoint a leader or leaders who will facilitate the work of the component group and serve as the communications link with the administration.
4. The Chancellor may include representatives of various employee groups on committees appointed by the Chancellor. The senates, councils may be represented on major College District and college committees by which the component groups may be significantly affected.
5. The role of an individual in decision making is prescribed through:
  - a. The position description for each assigned role in the institution.
  - b. Participation in ongoing activities (planning, budgeting, and the like) of a College District or college unit or division.
  - c. Participation as a member of a committee or task force with defined responsibilities.
6. When an administrator or department chairperson receives recommendations from committees or task forces charged with making such recommendations, and he/she does not concur, the administrator or department chairperson shall personally indicate to the committee or task force the reason he/she is unable to honor the recommendations, before action is taken.

*Legal Reference - TACC Policy Reference Manual*

BF(LEGAL) - Chief Executive Officer

BFA(LEGAL) - Chief Executive Officer: Qualifications and Duties

BFB(LEGAL) - Chief Executive Officer: Contract

BFC(LEGAL) - Chief Executive Officer: Termination of Employment