

**TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD**

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| No. HR.2.1.13 | | | Page 1 of 2 | | | Effective Date: 09/27/2002 | | |
| DIVISION: | | | Human Resources | | | | | |
| SUBJECT: | | | Vice President, Chief Financial Officer, and Dean Positions and Appointments | | | | | |
| AUTHORITY: | | | Executive Order | | | | | |
| SUBMITTED BY: | | | <i>Original signed by Bill Segura</i> | | | | | |
| TITLE: | | | Chancellor | | | Date: 03/05/03 | | |
| APPROVED BY: | | | <i>Original signed by Bill Segura</i> | | | | | |
| TITLE: | | | Chancellor | | | Date: 03/05/03 | | |

STATUS: **Approved MC 9/27/02**

HISTORICAL STATUS: New

EXECUTIVE ORDER

Vice Presidents, Chief Financial Officers, and Deans at Texas State Technical College are key organizational leaders. As such, these positions must be created strategically and the individuals in them must be of the highest caliber to support and implement the mission and vision of the college.

PERTINENT INFORMATION

Vice Presidents, Chief Financial Officers, and Deans may at times be delegated special high-level assignments or responsibilities and assume duties normally performed by the President in the President’s absence.

OPERATING REQUIREMENTS

To maintain appropriate standards throughout the TSTC System, the creation of Vice President, Chief Financial Officer, and Dean positions must be approved in advance by the Chancellor. A President who wishes to create such a position shall make this recommendation to the Chancellor for approval, including with the recommendation a description of the responsibilities of the proposed position and the relationship of that position to others within the organization. After

reviewing the recommendation, the Chancellor will communicate his or her decision to the President.

In order to achieve the highest levels of performance, persons filling the positions of Vice President and Chief Financial Officer must possess many of the same skills and talents that are key for presidential positions. These individuals must continually strive to support and further the goals, mission, and vision of the college. To maintain a consistent standard of performance and level of competence, all persons being appointed, promoted, or hired to a position of Vice President or Chief Financial Officer must be approved by the Chancellor in advance.

A President who wishes to fill a Vice President or Chief Financial Officer position shall recommend an individual to the Chancellor for approval, prior to any such job offer being made to a candidate. The recommendation shall include supporting documentation as necessary. After reviewing the recommendation, the Chancellor will communicate his or her decision to the President.

PERFORMANCE STANDARDS

1. Vice President, Chief Financial Officer, and Dean positions are created strategically to meet the needs of the organization.
2. Vacancies in Vice President and Chief Financial Officer positions are filled using high and consistent standards.

COLLEGE OPERATING PROCEDURE

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| COLLEGE | | Page 1 of |
| OFFICE OF RESPONSIBILITY: | | |
| APPROVED BY: | | |
| TITLE: | Date | |