

University of Texas – Pan American Management Responsibilities Guide

Introduction

This Guide highlights important responsibilities upheld by managers at the University of Texas – Pan American, and identifies related policies, processes, and expressions of institutional commitment. It is intended to assist University managers fulfill the vital roles they play in service to the institution.

Signed: the President

NOTE: the references included in the Guide are not intended as a comprehensive list of all policies and requirements applicable to managers. In case of inconsistencies between the Guide and other documents, priority should be given:

- 1st to applicable state or federal law,
- 2nd to UT System Regents' Rules,
- 3rd to UTS policies- UT System Policies that apply across the System,
- 4th to UT Pan American Handbook of Operating Procedure,
- 5th to this Guide and similar training materials.

Institutional Values

A primary responsibility of University managers is to uphold the institution's values through:

- Consistent personal example,
- Highlighting for colleagues and subordinates how these values impact institutional activities, and
- One-on-one counseling and other appropriate measures.

INSTITUTIONAL VALUES

- We value ethical conduct based on honesty, integrity, and mutual respect in all interactions and relationships.
- We value student access to higher education, recognizing their diversity and needs.
- We value student success fostered through the commitment of faculty and staff.
- We value a diversity of perspectives, experiences, and traditions as essential components of a quality education.
- We value curiosity, exploration, inquiry, innovation, creativity, and an entrepreneurial spirit.
- We value collaboration with internal and external constituent groups.
- We value active involvement in shared governance, consensus-building, teamwork, and open communication.
- We value our relationship as a united community of scholars, students, and staff, enriching each other's work and lives through our commitment to the advancement of UTPA.

While all the institutional values have implications for managers, the first listed is especially relevant. It directly impacts how management functions are conducted. It also identifies essential performance expectations for all faculty and staff:

“We value ethical conduct based on honesty, integrity, and mutual respect in all interactions and relationships.”

Honesty and integrity impact all communications, including identifying when communication is reasonably expected. It is essential for living up to the trust and confidence placed in us by others.

Mutual respect is the requisite attitude held towards others, and is expressed in the way interactions are carried out and conflicting perspectives are resolved.

Exercise of Judgment

Managers are responsible for the exercise of judgment. In many situations judgment is exercised in areas well-defined by regulation, policy, and procedure. In others, contextual and subjective factors such as personal sensitivities need to be considered. In these situations it is reasonable to expect that different people will sometimes disagree about the best approach. Individuals with management responsibility nevertheless have an obligation to decide on such matters.

Managers exercise judgment within their defined scope of authority and responsibility, but care must be taken to ensure judgment is not compromised by conflicts of interest.

COMPLIANCE CONSIDERATIONS

- Conflicts of Interest ([General Compliance Training](#), go to page 14 in *TOC)
- Related Party Transactions ([General Compliance Training](#), go to page 16 in *TOC)
- Nepotism ([General Compliance Training](#), go to page 17 in *TOC)
- Gifts, Gratuities and Honoraria ([General Compliance Training](#), go to page 18 in *TOC)
- Use of University Resources ([General Compliance Training](#), go to page 19 in *TOC)
- Outside Employment ([General Compliance Training](#), go to page 20 in *TOC)
- Outside Board Service ([General Compliance Training](#), go to page 21 in *TOC)
- Political Activities and Contributions ([General Compliance Training](#), go to page 22 in *TOC)
- Accepting Money from Students ([General Compliance Training](#), go to page 23 in *TOC)
- Textbooks Authored by Faculty ([General Compliance Training](#), go to page 24 in *TOC)

Description of Authority/Responsibility

- Delegation of Authority Document ([General Compliance Training](#), go to page 33 in *TOC)
- Academic Deans ([HOP 6.5.2](#))
- Department Chairs ([HOP 6.5.3](#))
- Building Supervisors ([HOP 8.4.2](#))
- Oracle Project (Account) Managers ([HOP 8.6.1](#))

* Table of Contents in the Standards of Conduct-General Compliance Training

Satisfactory Functioning

Managers are responsible for the satisfactory functioning of their work units and the interaction between their units and others on campus. There are a number of attributes of satisfactory functioning, including:

- Identification of appropriate goals and wise allocation of resources,
- Effectiveness in carrying out unit mission and achieving goals
- Efficiency and effectiveness of processes and use of resources,
- Problem resolution addressing both immediate issues and long term corrective actions,
- Continuous improvement,
- Customer service, and
- Identification and mitigation of risks to institutional reputation and resources, safety, continuity of function, etc.

Satisfactory functioning permits work units to contribute appropriately to the realization of the institution's mission and the achievement of its goals.

INSTITUTIONAL MISSION

The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master's and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

INSTITUTIONAL GOALS

- Provide students a quality educational experience that enables them to complete their educational goals in a timely fashion.
- Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship.
- Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.
- Collaborate with P-12 schools to enlarge the pool of applicants who are personally prepared and academically qualified for higher education.
- Infuse Inter-American and global perspectives throughout the University community.
- Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.

RELATED ADMINISTRATIVE PROCESSES

- Outcome Directed Planning (refer to [Office of Institutional Research and Effectiveness](#))
- Budgeting processes (refer to [Budget Office](#))
- Institutional Assessment (refer to [Office of Institutional Research and Effectiveness](#))

Employees (Both Faculty and Staff)

Management is responsible for maintaining a productive, equitable, and motivated workplace environment in compliance with applicable workplace policies and regulations.

COMPLIANCE CONSIDERATIONS

- Basic Employment Considerations ([General Compliance Training](#), go to page 11 in *TOC)
- Equal Employment Opportunities ([General Compliance Training](#), go to page 11 in *TOC)
- Timekeeping and Overtime ([General Compliance Training](#), go to page 12 in *TOC)
- Sexual Harassment and Misconduct (See [HOP 2.2.4](#); *this topic is also covered in the training program, and in the [General Compliance Training](#), go to page 13 in *TOC*).

Personal Safety/Workplace Safety

- Emergency Evacuation ([General Compliance Training](#), go to page 29 in *TOC)
- Vehicle Safety ([General Compliance Training](#), go to page 30 in *TOC)
- Workplace Safety ([General Compliance Training](#), go to page 28 in *TOC)
- Environmental Protection ([General Compliance Training](#), go to page 32 in *TOC)
- Drug-Free Work Place (See [HOP 4.8.1](#) and [General Compliance Training](#), go to page 25 in *TOC)
- Alcoholic Beverages (See [HOP 4.9.1](#) and [General Compliance Training](#), go to page 25 in *TOC))
- Acts or Threats of Violence on Campus (See [HOP 4.12.1](#) and [General Compliance Training](#), go to page 26 in *TOC)

RELATED ADMINISTRATIVE PROCESSES

- Leaves and [Absences](#) (See [HOP 6.5.9](#), [6.6.1](#), [6.6.2](#), [6.6.3](#) – faculty; [7.6.3](#), [7.6.4](#), [7.6.5](#), [7.6.8](#), [7.6.10](#), [7.6.11](#), [7.6.12](#) – staff)
- Position definition and modification (See [HOP 7.1.1](#) – staff)
- Recruitment, hiring, and promotion (See [HOP 6.1.1](#), [6.2.6](#), [6.2.7](#) – faculty; [7.2.1](#), [7.2.4](#) – staff; [7.2.2](#), [7.2.5](#) – all)
- Performance evaluation (See [HOP 6.2.2](#), [6.2.9](#) – faculty; [7.7.5](#) – staff)
- Dispute resolution by grievance processes (See [HOP 6.2.8](#) – faculty; [7.7.1](#) staff)
- Discipline and Termination/Dismissal (See [HOP 6.2.10](#) – faculty; [7.7.2](#) – staff; [7.3.4](#) – all)

* Table of Contents in the Standards of Conduct-General Compliance Training

University Assets

Management is responsible for safeguarding university assets, assuring their appropriate use, and assuring the timeliness and accuracy of related reporting. University assets include:

- Campus buildings and grounds
- Equipment, furnishings, supplies, etc.
- Computer and telecommunications equipment and networks
- University records regardless whether stored electronically or on paper
- Financial resources including revenue streams

COMPLIANCE CONSIDERATIONS

Use of University Resources ([General Compliance Training](#), go to page 19 in *TOC)

Campus Buildings and Grounds

- Facilities use policy ([HOP 8.4.1](#))
- Solicitation on campus ([HOP 8.4.3](#))
- Research laboratory and office space ([HOP 8.1.7](#))

University Records

- Accuracy of records and signatures ([General Compliance Training](#), go to page 34 in *TOC)
- Disclosure of University information ([General Compliance Training](#), go to page 35 in *TOC)
- Records retention and disposal ([General Compliance Training](#), go to page 36 in *TOC)

Information Systems Security (See [IT Security Training](#))

- Privacy and Security of Personal Information (See [HOP 4.11.1](#))
- UT System Information Resources Use and Security Policy (See [UTS165](#)
<http://www.utsystem.edu/policy/policies/uts165.tml>)
- Texas Information Security Standards (See [TAC202](#)
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=1&pt=10&ch=202&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=10&ch=202&rl=Y))
- Data Encryption and storing sensitive data (See [UT System Security Bulletin #2](#)
<http://www.utsystem.edu/ciso/SPB1.pdf>)

Financial Resources

- Annual Project Manager Certification (See [Account Reconciliation Handbook](#))
- Cashiering (See [HOP 8.6.6](#))
- Sale of University Property (See [HOP 8.1.6](#))
- Donations from Philanthropic Sources (See [HOP 8.7.2](#))

RELATED ADMINISTRATIVE PROCESSES

- Purchasing (See [HOP 8.2.1 through 8.2.13](#))
- Travel office (See [HOP 8.3.1 through 8.3.7](#))
- Equipment inventory and accounting (See [HOP 8.1.4 and 8.1.5](#))
- Oracle Project (Account) reconciliation (See [Comptroller's Office Training](#))
- Invoices and Bills (See [HOP 8.6.3](#))
- Business and Entertainment Expense Reimbursement (See [HOP 8.6.7](#))

* Table of Contents in the Standards of Conduct-General Compliance Training

Detecting and Reporting Adverse Conditions

Managers are responsible for detecting and reporting adverse conditions on a timely basis, and encouraging others to do the same. In many cases they are responsible for facilitating effective and timely

resolution. Appropriate channels are defined by policy for many of these situations. A retaliation-free environment must be maintained for those who raise these issues.

COMPLIANCE CONSIDERATIONS

Compliance Questions ([General Compliance Training](#), go to page 5 in *TOC)

Immediate threats of violence ([General Compliance Training](#), go to page 26 in *TOC)

Injuries incurred in the workplace ([General Compliance Training](#), go to page 31 in *TOC)

Expos ures to pa thogens/hazardous materials ([Dept of Environmental Health and Safety](#))

Spills of hazardous materials ([Dept of Environmental Health and Safety](#))

Unsafe workplace conditions (See [HOP 8.8.2](#))

Situations suggesting that a student may put himself or others at risk ([General Compliance Training](#), go to page 27 in *TOC)

Sexual harassment or misconduct (See [HOP 2.2.4](#))

Employment discrimination (See [HOP 2.2.1](#))

Fraud ([UTS 118](#))

Employee terminations and transfers ([HOP 7.3.4](#))

* Table of Contents in the Standards of Conduct-General Compliance Training