

### **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, 8-12-25

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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/siteassets/district/about-us/leadership/alamo-colleges-organization-chart.pdf>

#### **Chancellor**

The Chancellor is the Chief Executive Officer and 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 adjustment.
4. Work with the Board to develop a strategic plan and be responsible for the implementation of that plan.
5. Recommend administrator and full-time faculty initial appointments, annual reappointments and 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,

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other educational institutions, legislative bodies, business and industry.

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 in accordance with Procedure [D.2.2.1](#) – Hiring Practices 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 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 within their fields of expertise to the District managers and College administrators. Vice Chancellors are selected by the Chancellor, , in accordance with Procedure [D.2.2.1](#), subject to appointment by the Board of Trustees.

### **Faculty Senate, and Staff Senates .**

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

1. The senates have the right to gather for the purpose of discussing issues and concerns of particular importance to the respective group in accordance with Texas Education Code §51.3522 and Policy B.2.2 Faculty

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Senate Establishment and Governance, which outline the processes for representation, appointment, meeting transparency, and advisory functions within the Alamo Colleges District.

2. Each senate shall have a clear constitution approved by the Chancellor and the membership shall be selected according to its provisions.
3. The Chancellor may include representatives of various employee groups on committees appointed by the Chancellor. The senates may be represented on major College District and college committees by which they may be significantly affected, as appointed by the Chancellor.
4. 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 advisory responsibilities.

*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