

## 02.06 Directors of System Member Agencies



Revised [April 27, 2016](#) (MO -2016)  
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Click to view [Revision History](#).

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### Policy Statement

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This policy provides that the Board of Regents (board) of The Texas A&M University System (system) appoints the directors of member agencies.

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### Reason for Policy

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This policy outlines the duties of the member agency directors.

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### Procedures and Responsibilities

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#### 1. GENERAL

The chief executive officer of each member agency is the agency director. The agency directors for Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, Texas A&M Forest Service, and Texas A&M Veterinary Medical Diagnostic Laboratory report to the vice chancellor for agriculture and life sciences. The agency directors for Texas A&M Engineering Experiment Station, Texas A&M Engineering Extension Service and Texas A&M Transportation Institute report to the vice chancellor for engineering.

The directors of member agencies are appointed by the board in accordance with System Policy *01.03, Appointing Power and Terms and Conditions of Employment*, and have the following duties and such others as may be assigned by the vice chancellors, the chancellor, or the board.

#### 2. DUTIES OF THE AGENCY DIRECTOR

Within system policies and system regulations, and under the general authority of the chancellor and the appropriate vice chancellor, agency directors have authority and responsibility for the administration of the member agencies. Specifically, each agency director shall:

- 2.1 Administer the total program of the agency. Recommend to the appropriate vice chancellor, the chancellor and the board the appropriate goals, purposes and role and scope for the agency.

- 2.2 Recommend to the appropriate vice chancellor the basic organizational structure necessary to implement the purpose and mission of the agency and the establishment of administrative offices that are required for the effective exercise of the responsibilities of the director.
- 2.3 Conduct regular periodic evaluations of each administrative officer.
- 2.4 Coordinate the planning, development and operation of all activities and programs of the agency.
- 2.5 Develop legislative budget requests for the agency and submit them to the appropriate vice chancellor and the chancellor for approval. The board will be provided with summary information for review after submission of these requests.
- 2.6 Develop annual budgets for operation and construction and submit them to the appropriate vice chancellor and the chancellor for recommendation to and action by the board.
- 2.7 Administer the business and financial management of the agency. The management function should include, but is not limited to, budget preparation and implementation, the keeping of financial accounts for agency activities, the auditing of all expenditures and bills presented for payment, and the preparation of financial reports as may be required.
- 2.8 Develop guidelines and standards for personnel administration, including those for employment, wage and salary administration, pay plans and classification, termination and conditions of employment in conformity with system policies, practices and procedures.
- 2.9 Provide for the operation and maintenance of the physical plants to the extent of specifically assigned authority, administer the purchasing of supplies and equipment, and the maintenance of appropriate inventories and records of real and personal properties under the jurisdiction of the agency.
- 2.10 Provide the appropriate vice chancellor with the information necessary to explain the agency's program needs to the chancellor and the board.
- 2.11 Maintain the agency's current rules and internal procedures website.

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## **Related Statutes, Policies, or Requirements**

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[System Policy 01.03, \*Appointing Power and Terms and Conditions of Employment\*](#)

[System Policy 02.01, \*Board of Regents\*](#)

[System Policy 02.02, \*Office of the Chancellor\*](#)

## **Member Rule Requirements**

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A rule is not required to supplement this policy.

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## **Contact Office**

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