

**THE TEXAS A&M UNIVERSITY-KINGSVILLE  
POSITION DESCRIPTION**

HR 182  
(2/02)

**I. General Instructions:**

The Position Description form is used to record the duties, responsibilities, qualifications sought, and fiscal impact of classified and nonclassified staff positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for staff positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

A. Member(s) of TAMUK: Texas A&M University-Kingsville	B. Department or Division: Provost's Office – Division of Academic Affairs
C. Member ADLOC Account No.:	D. Source of Funds by Type (E&G, Auxiliary, Restricted, etc.): E&G
E. Member Funding Account No. (s) & Account Title(s):	F. Duration of Position: Continuing
G. Place of Work or Headquarters (Bldg. Name and Room No.): College Hall	H. Employee's Name (leave blank if position is new or vacant): Kermeta J. "Kay" Clayton

**II. General Information:**

A. This Questionnaire: (check box and complete title(s), title code(s), PIN and salary (ies) as appropriate)

Establishes A New Position     Changes A Budgeted Position     Updates Job Description     Determines FLSA Exemption Status

Present Title Provost & Vice President for Academic Affairs Title Code 9017

PIN J00438 Present Salary \_\_\_\_\_ Per \_\_\_\_\_ (hour/month/year)

Proposed Title \_\_\_\_\_ Title Code \_\_\_\_\_

Proposed Salary \_\_\_\_\_ Per \_\_\_\_\_ (hour/month/year)

B. Secondary costs that will be incurred as a result of this action such as equipment, travel, clerical support, etc. (describe and give amount):

C. Titles and number of employees supervised by this position. If no employees are supervised, indicate "None":

Associate VP for Academic Affairs, deans of the colleges of agriculture & human sciences, arts & sciences, business administration, education, engineering, university college, college of graduate studies, pharmacy, and TAMU-K System Center in San Antonio; senior assistant to the provost, assistant to the provost, and one secretary

D. Is the position of a security sensitive nature (i.e. does it require regular handling of large amounts of currency or is the person in situations where funds could be diverted from System accounts for personal use; does the position have access to master keys to sensitive work areas; or is the position afforded access to data files that could result in alteration, deletion or unauthorized access to sensitive System information)?

E. Machines or equipment used by this position. Indicate hours during an average week that each piece of equipment is actually used. For most positions the combined total usage will seldom approach 40 hours:

computer	15-20 hrs		hrs.		hrs.
	hrs.		hrs.		hrs.

F. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

	Necessary Qualifications	Preferred Qualifications
Education:	Earned doctorate from a regionally accredited institution in field offered in one of the colleges at the university	
Experience:	A minimum of five years of academic administrative experience in progressively responsible positions	Seven years of academic administrative experience in progressively responsible positions, preferably at the dean level or higher
Licenses, certificates or registration:	NA	
Special knowledge, abilities and skills:	Excellent record of leadership, successful teaching, publication/research, and service to higher	Knowledge of higher education in Texas; fund-raising experience

	education the community; an understanding of laws and regulations governing higher education; knowledge of and experience with shared governance; successful experience managing people and fiscal resources; excellent communication and interpersonal skills; commitment to diversity and multicultural education.	
Other requirements or other factors:	Ability to multi-task and work cooperatively with others.	

**III. Statement of Responsibility:**

A. General Summary: Please summarize in three or four sentences the general purpose, scope and responsibilities of this position:

The Provost and Vice President for Academic Affairs is the chief academic officer for the university and reports directly to the President. S/He provides leadership and support for all academic units and programs and has overall responsibility and oversight for five academic colleges (Agriculture & Human Sciences, Arts & Sciences, Business Administration, Education, and Engineering), the College of Graduate Studies, University College, the College of Pharmacy, and the TAMU-K System Center in San Antonio. Additionally, s/he has responsibility for and oversight of all academic support programs, including the Jernnigan library, the Computing and Information Center, the Office of Research and Sponsored Programs, the Conner Museum, the University Archives, the Center for Teaching Effectiveness, and the Office of International Programs and Studies. S/He has overall responsibility for managing an E&G budget of around \$47M.

B. Specific Duties: Please list in detail the duties assigned to this position and estimate the percent of time represented by each duty over a given period of time. These percentages should add up to 100. The duties which are essential to the position and would be expected to be performed by any incumbent, with or without the assistance of a reasonable accommodation, should be identified with an asterisk. Attach additional sheets as necessary.

Work performed	If function is essential, place an asterisk	Percent of total time
Maintain open lines of communication with the President and provide advice when solicited.	*	10%
Oversee academic leadership (deans) in the following academic units: five academic colleges (Agriculture & Human Sciences, Arts & Sciences, Business Administration, Education, and Engineering), the College of Graduate Studies, University College, the College of Pharmacy, and the TAMU-K System Center in San Antonio.	*	10%
Oversee academic leadership (Associate VP for Academic Affairs) of the academic support units including the Jernnigan library, the Computing and Information Center, the Office of Research and Sponsored Programs, the Conner Museum, the University Archives, the Center for Teaching Effectiveness, and the Office of International Programs and Studies.	*	5%
Establish and maintain open lines of communication with the deans and the associate VPAA, and solicit advice as appropriate.	*	10%
Provide leadership for strategic planning, assessment, budgeting and institutional effectiveness.	*	5%
Provide fiscal oversight and management of an E&G budget of over \$47M in state funding and external funding in excess of \$12M.	*	5%
Advocate for the establishment of and funding for new initiatives and programs leading to student success	*	5%
Encourage and support faculty activities related to research, teaching and service.	*	5%
Lead the Academic Deans Council.	*	5%
Involve the deans and the associate vice president for academic affairs in establishing academic policies and standards.	*	5%
Facilitate the advancement of the university's academic programs by establishing reward systems that encourage and reinforce the goals and priorities of the university.	*	5%
Approve the hiring of new faculty.	*	3%
Oversee search/hiring processes for new deans and make recommendations to the President	*	3%

Provide leadership for the development of proposals for new academic programs.	•	10%
Oversee activities leading to and maintaining accreditation by the Southern Association of Colleges and Schools, as well as specialized accreditations of individual programs.	•	10%
Represent the university to external constituents.	•	4%
Other duties as assigned.		

#### IV. Fair Labor Standards Act Exemption Information:

A. The purpose of these questions is to determine if this position is exempt from the overtime pay provisions of the Fair Labor Standards Act (FLSA). Before proceeding, please familiarize yourself with the questions and the definitions and examples of the underlined terms listed below. Please respond to the following questions to the best of your knowledge, based on the duties performed. If possible, this section of the form should be completed by the employee and reviewed by the immediate supervisor. If the position is vacant, the immediate supervisor will complete the questions.

	Yes	No	Unsure	Percent of time
1. Do the employee's <u>primary duties</u> consist of the <u>management</u> of a customarily recognized <u>department or subdivision</u> thereof?	x	<input type="checkbox"/>	<input type="checkbox"/>	<u>95%</u>
2. Does the employee customarily and regularly direct the work of <u>two or more other employees</u> of the organization?	x	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the employee perform responsible <u>office or non-manual work directly related to management policies or general business operations</u> of your employer?	x	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the employee perform responsible work that is directly related to the academic instruction or training carried on in the administration of an educational establishment?	x	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the employee customarily and regularly exercise <u>discretion and independent judgment</u> and have the authority to make important decisions?	x	<input type="checkbox"/>	<input type="checkbox"/>	<u>95%</u>
6. Does the employee's work require knowledge of an advanced type in a <u>field of science or learning</u> , customarily acquired by a prolonged course of specialized intellectual instruction and study?	x	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the employee's work <u>original and creative in character in a recognized field of artistic endeavor</u> , the results of which depend primarily on his or her invention, imagination, or talent?	<input type="checkbox"/>	x	<input type="checkbox"/>	

B. Definitions/Examples: The following information contains excerpts and examples taken from U.S. Department of Labor regulations and does not contain the complete text.

<u>Term</u>	<u>Definition/Example</u>
<u>Primary duty</u>	The amount of time spent in the performance of management duties is a useful guide for determining if the duty is primary. A rule of thumb is that primary duty means the major part or over 50 percent of the employee's time.
<u>Management</u>	Work such as the following is exempt: interviewing, selecting and training employees; adjusting pay and schedules; appraising productivity; disciplining; determining techniques, tools, equipment, and materials to be used; etc.
<u>Department or subdivision</u>	Intended to distinguish between a mere collection of workers assigned from time to time to a specific job and a unit with permanent status and function.
<u>Two or more other employees</u>	Must be at least two full-time regularly supervised employees or the equivalent number of part-time employees.
<u>Office or non-manual work</u>	Must be office workers or non-manual workers which indicates "white collar" employees. If the work performed is office work it is immaterial whether it is manual or non-manual in nature.
<u>Directly related to management policies of general business operations</u>	Must consider the nature of the function of the agency. The employee must be in a strictly administrative function carrying out policies or general business duties and not merely carrying out the day-to-day operation.
<u>Discretion and independent judgment</u>	Involves the comparison and the evaluation of possible courses of conduct and acting or making a decision after the various possibilities are considered. This implies authority to make an independent choice, free from immediate direction or supervision and with respect to matters of significance. Merely applying knowledge in following prescribed procedures, determining which procedure to follow, or determining if standards are met is not exercising discretion and independent judgment.

**Field of science or learning** In addition to law, theology and medicine, includes those professions that have a recognized status and which are based on the acquirement of professional knowledge through prolonged study; e.g., bachelor's degree in accounting, engineering, architecture, teaching, sciences, medical technology, etc.

**Work original and creative in character in a recognized field of artistic endeavor** Different from work produced by a person endowed with general manual or intellectual ability and training; includes music, creative writing, the theater, and the plastic and graphic arts.

**Name, title and office telephone number of immediate supervisor**

Rumaldo Z. Juarez, President	361/593-3209

**V. Certifications:**

If this Position Description form is to establish a new position or to reclassify an existing position, all signature blocks below must be completed. If the Position Description form is to update an existing position or to determine the FLSA exemption status, only the employee and supervisor must sign. If the Position Description form is being reviewed subsequent to initial approval and found to be accurate, please have the employee and supervisor initial and date on the first available line in the block below.

7/27/05 Kay Clayton  
 Date Employee's Signature

8/1/05 Rumaldo Z. Juarez  
 Date Immediate Supervisor's Signature

\_\_\_\_\_  
 Date Dean, Director, or Department Head's Signature

8/2/05 Steven Cundall  
 Date Vice President & Provost  
 Vice President Finance & Administration

PLEASE FORWARD THE COMPLETED POSITION DESCRIPTION FORM TO:

TEXAS A & M UNIVERSITY-KINGSVILLE  
 HUMAN RESOURCES OFFICE  
 700 UNIVERSITY BLVD.  
 MSC 107  
 KINGSVILLE, TX 78363

This form has been reviewed and found to be accurate: P-3

Kay Clayton 5/31/07  
 Year 2-Date reviewed & initials of reviewers

\_\_\_\_\_  
 Year 3-Date reviewed & initials of reviewers

\_\_\_\_\_  
 Year 4-Date reviewed & initials of reviewers