



Office of Administration

<p>Department Mission:</p>	<p>The mission of the Office of Administration is to manage University operations in a way that facilitates UT Dallas’ teaching, research and public service objectives. Essential to this mission are efficient and effective business and operational processes, strong financial health, a productive workforce and the safety of the campus community. Our Core Values are: Transparency, Integrity, Accountability and Service that is customer-focused and results-oriented.</p>
<p>Department Areas of Responsibilities:</p>	<p>Departments within the Office of Administration include Human Resources, Facilities Management, Auxiliary Services, Environmental Health and Safety, University Police and the University Attorney. Major contracts, risk management, economic development and real estate also fall under the office’s purview.</p>
<p>Department Head:</p>	<p>Dr. Calvin D. Jamison serves as vice president for administration at The University of Texas at Dallas. His office is responsible for overseeing Human Resources, Facilities Management and construction, University Police, Environmental Health and Safety, University Attorney, major contracts, risk management, economic development, real estate, and Auxiliary Services, which includes parking, transportation, dining, mail and retail services. During a time of tremendous growth for the University, he continues to lead nearly \$1 billion in development and the addition of approximately 3.5 million new and renovated square feet to the campus, including a mixed-use development called Northside, also known as “Comet Town.”</p>  <p>Prior to his appointment at UT Dallas, Dr. Jamison served as senior vice president and chief administrative officer at Hampton University. He also previously served as chief executive officer/city manager of Richmond, Va., where he oversaw almost \$4 billion in new development with a \$1.2 billion budget and 4,500 employees, held faculty and administrative positions at Virginia Commonwealth University and Virginia Tech, and worked in the private sector with the Ethyl Corporation.</p> <p>Dr. Jamison is also a clinical professor in the School of Economic, Political and Policy Sciences and received the 2013 UT Dallas Staff Diversity Award. An avid golfer, his office sponsors the Annual UT Dallas Scholarship Golf Tournament, which provides supplemental financial support for undergraduate and graduate students through the three scholarship endowments it supports.</p> <p>Dr. Jamison is a member of the NFBPA National Board of Directors, National Association of College and University Business Officers, Research Universities Council, Southern Association of College and University Business Officers (SACUBO), and the Texas Association of State Senior College and University Business Officers (TASSCUBO). He has also served as a past president of the Richmond Arts Council, past chair Leadership Metro Richmond, and past chair of the Virginia Tourism Corporation Board of Directors where he received their Man of Vision Award. In 2006, he received a Distinguished Alumni Service Award from Virginia Tech, and in 2008, he was appointed to the Board of Visitors of Virginia Tech by the Governor of Virginia. He holds bachelor’s, master’s and doctorate degrees from Virginia Tech.</p>