

*Office of the Dean*

**SUBJECT:** Associate or Assistant Deans and Department Chairpersons

**DATE:** July 2022

**PURPOSE:** To provide an overview of the responsibilities of department chairpersons, associate and assistant deans in the College of Human Sciences. Related OP: [32.03](#)

**REVIEW:** This OP will be reviewed when changes are necessitated by new college or university policies.

**POLICY**

The college academic dean has the ultimate responsibility ([OP 32.03](#)) for developing, supervising, and operating the college's academic programs and managing its financial activities. Deans serve in their administrative capacities without tenure and at the discretion of the Provost. However, no single person can manage the activities of a college. The dean selects staff to support the various activities necessary. This support staff includes the associate and assistant deans at the college level and chairpersons (including school directors) at the academic unit level. These individuals serve in their administrative capacities without tenure and at the discretion of the dean.

Associate and assistant deans support the administrative work of the college. The College of Human Sciences has two associate deans and an assistant dean: Associate Dean for Academics and Faculty, Associate Dean for Research and Graduate Student Student Success, and Assistant Dean for Student Services. Each has designated responsibilities and the authority to carry out those responsibilities in consultation with the dean.

Academic units are administered by chairpersons who are selected by the dean for indefinite terms. The chairperson has a variety of responsibilities and is empowered with authority to carry out those responsibilities. The most overarching charge to department chairs is developing and implementing a departmental strategic plan. This plan will complement the college/university strategic plans and serve as the guiding principles for all department decisions and activities. Within the scope of that strategic plan, typical duties of a chairperson include supervising activities of the department or school, scheduling classes, conducting faculty evaluations, allocating merit increases, promotion and tenure, preparing budgets, initiating appointments, and developing curriculum. They are also responsible for seeking and maintaining accreditation (as available) and overseeing assessment activities. As these diverse duties are significant, the chairperson will usually select others to assist, such as associate chairs, graduate program directors, and/or specialized advisory committees (curriculum, third-year review, promotion and tenure, etc.). In managing the department, chairpersons will seek input from faculty members and other stakeholders, but the ultimate decisions rest with the chairperson in consultation with the Dean as needed.

**DOCUMENTS INCLUDED**

[OP 32.03 Academic Deans, Associate or Assistant Deans, and Department Chairpersons](#)