COLLEGE OF ARTS & SCIENCES
TEXAS TECH

College Operating Policy and Procedure

CAS OP 1.2: **Department Administrative Structure and Governance**

DATE: January 10, 2025

PURPOSE: The purpose of this College Operating Policy/Procedure (COP) is to standardize best practices for the administrative and governing structure of all departments and academic units (hereafter "departments") in the College of Arts & Sciences (CAS).

POLICY/PROCEDURE:

I. **Overview:**

   a. CAS is committed to promoting a culture of shared governance and transparency among all departments.
   b. To that end, each department must maintain written policies and procedures detailing its specific governing and administrative structure. Generally, these written policies and procedures will be referred to as "Department Bylaws."
   c. Department Bylaws may include, but are not limited to:
      i. a listing of all regularly convening service committees,
      ii. major service appointments,
      iii. service role descriptions and responsibilities,
      iv. course releases and/or compensation (if any), associated with such appointments,
      v. voting guidelines for faculty-led decision making.
   d. A copy of these bylaws, and all subsequent revisions to those bylaws, must be submitted to, reviewed by, and kept on file in the Office of the Dean.

II. **Process for Administrative/Service Appointments:**

   a. Faculty:
      i. The Department Chair (or unit head) is responsible for the appointment of administrative/service roles for faculty but may utilize a nomination/election process in certain cases, or a predictable rotation based on equitable factors.
      ii. Each department is expected to maintain written policies and procedures detailing the appointment process for administrative/service appointments for faculty.
   b. Staff:
      i. The Department Chair (or unit head) is responsible for the hiring and supervision of all staff in their specific department/unit.
      ii. Supervision includes oversight and final approval of all annual performance evaluations and salary adjustments, as well as non-reappointment or termination of staff when necessary.

III. **Committees and Administrative/Service Roles for Faculty:**

   a. Each department is expected to maintain the following committees and/or administrative appointments, or equivalent:
      i. Associate Chair:
         1. Each department is encouraged to appoint at least one Associate Chair.
         2. In most situations, the Associate Chair is expected to serve as Acting Chair whenever the Department Chair is unavailable.
         3. Additional duties may be assigned based on departmental needs. Examples of additional duties include, but are not limited to:

   a. management of faculty teaching schedules,
   b. oversight of faculty award nominations,
   c. service on an executive committee,
   d. coordination of peer teaching evaluations.

  ii. Executive Committee:
   1. Each department should allow for the election or appointment by other means of faculty to serve on an Executive Committee.
   2. This committee's primary charge is to serve as a consulting body to the Chair for decisions related to strategic planning, policy formulation and implementation, and/or other unusual circumstances.

  iii. Graduate Studies Committee:
   1. Each department should appoint a Director of Graduate Studies (or similar) to oversee its Graduate Studies Committee.
   2. Each department is encouraged to maintain a standing Graduate Studies Committee (or similar). That committee should be responsible for:
    a. reviewing applications to the department's graduate program, and making decisions on a) admissions, and b) funding related to those applications.
    b. managing all aspects of the department's graduate program, in coordination with the Department Chair.

  iv. Undergraduate Studies Committee:
   1. Each department should appoint a Director of Undergraduate Studies (or similar) to oversee its Undergraduate Studies Committee.
   2. Each department is encouraged to maintain a standing Undergraduate Studies Committee (or similar). That committee should be responsible for:
    a. considering and processing curricular changes to undergraduate degree programs, including minors and concentrations.
    b. managing all aspects of the department's undergraduate program, in coordination with the Department Chair (or unit head).

  v. Scholarships and Awards Committee:
   1. Each department should appoint a Director of Scholarships and Awards (or similar) to oversee its Scholarships and Awards Committee.
   2. Each department is encouraged to maintain a standing Scholarships & Awards Committee (or similar). That committee should be responsible for:
    a. reviewing applications from students for scholarships and financial awards administered within the department, and making decisions on which students receive those awards, and which do not.
    b. Reviewing applications and/or making nominations for faculty awards and related recognitions of merit and/or distinction.

b. Additional recommended committees and/or service roles include, but are not limited to:
  i. Director of Outreach and Engagement
  ii. Faculty Search Committees
  iii. Peer Teaching Committees
  iv. Safety Committee
  v. Third Year Review Committees
  vi. Tenure & Promotion Review Committees
  vii. Comprehensive Performance Evaluation Committees

IV. Recommended Administrative Staff Positions:

a. Business Manager (or similar) – responsible for the logistical administration of a department/unit, in direct support of the Department Chair.
b. Scholarships Coordinator – chief liaison with Office of the Dean for endowment management.
c. Course Scheduling Coordinator (or similar) – responsible for the logistical implementation of teaching schedules for all undergraduate and graduate courses.
d. Academic Advisor – responsible for the mentorship and degree planning of all undergraduate students majoring within a given department/unit's degree programs.

V. **Exceptions:**

    a. Departments may petition the Dean of CAS for allowable exceptions to these guidelines, provided they do not contradict University Operating Policies.