



Texas Tech University
Operating Policy and Procedure

OP 32.03: Academic Deans, Associate or Assistant Deans, and Department Chairpersons

DATE: September 7, 2006

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to define the responsibilities and promote understanding of the academic deans, associate or assistant deans, and department, division, or area chairpersons.

REVIEW: This OP will be reviewed in March of even-numbered years by the senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by April 15.

POLICY/PROCEDURE

1. Appointments for academic deans, associate or assistant deans, and department, division, or area chairpersons follow the same procedure as appointments of professors being granted tenure at initial appointment, with the exception that the appointment of a department/division/area chairperson or an assistant or associate dean is initiated by the dean of the school or college involved. The PSVPAA initiates the appointment of a dean. Administrative appointments are held at the discretion of the immediate administrative supervisor of that assignment and may be terminated at any time.
2. In cases where the appointed dean departs or will be absent for an extended period (three months or longer), the PSVPAA will solicit nominations from the departing dean, department/division chairpersons, directors, area coordinators, and tenured faculty for persons to be considered for appointment as the interim dean or the acting dean. Preference will be given to nominees with administrative experience who can ensure effective administration of college functions until a permanent dean is appointed. The PSVPAA will interview up to three persons from the list of nominees who would be willing to serve. The PSVPAA will select an interim (or acting) dean from those interviewed. Before making the appointment, the PSVPAA will communicate the decision to the president, who will coordinate notification of the chancellor and the TTUS Board of Regents. The Office of the PSVPAA will then communicate the selection to the faculty, staff, and administrators of the college. Interim (and acting) deans serve at the pleasure of the PSVPAA.
3. The positions of academic dean, associate or assistant dean, and department, division, or area chairperson are defined below:

a. Academic Dean

The deans <, who are normally appointed for six years,> are the principal administrative officers of the colleges of Agricultural Sciences and Natural Resources, Architecture, Arts and Sciences, the Jerry S. Rawls College of Business Administration, Education, <Edward E. Whitacre Jr. College of> Engineering, Honors, Human Sciences, the Graduate School, the School of Law, Visual and Performing Arts, and the libraries. The director of the museum is the principal administrative officer of the museum.

A dean's chief responsibility is the development, supervision, and operation of the academic programs

as course changes, choice of major, and degree requirements. Since all degrees given by Texas Tech University are granted through these colleges and schools, the respective dean and the faculty members of a specific college or school establish their own degree requirements. Deans serve in their administrative capacities without tenure and at the discretion of the PSVPAA. Each dean has an annual performance conference with the PSVPAA **<, which is documented. Before a dean's appointment expires, the PSVPAA initiates an extensive performance review that includes consultation with faculty members and a review of the results of the annual faculty administrator evaluation surveys. Based on the results of the most recent survey, if at least two-thirds of the faculty responding (excluding those who marked 'No basis for judgment') do not mark either 'agree' or 'strongly agree' in response to the question "Overall, this leader inspires confidence," the PSVPAA will meet with the faculty of the school or college to listen to and address their concerns prior to making any decision regarding reappointment. The PSVPAA may reappoint deans for additional periods of three years.>**

b. Associate and Assistant Dean

Associate and assistant deans **<are normally appointed for six years by the dean of the appropriate college, in consultation with the PSVPAA. These individuals >** aid in the administrative work of the colleges and schools. **<They ~~these individuals~~>** serve in their administrative capacities without tenure and at the discretion of the dean. Each associate or assistant dean is to report on her/his performance **<at least>** annually through a conference with the dean **<, which is documented. Before an associate or assistant dean's appointment expires, the dean initiates an extensive performance review that includes consultation with faculty members and a review of the results of the annual faculty administrator evaluation surveys. Based on the results of the most recent survey, if at least two-thirds of the faculty responding (excluding those who marked 'No basis for judgment') do not mark either 'agree' or 'strongly agree' in response to the question "Overall, this leader inspires confidence," the dean will meet with the faculty of the school or college to listen to and address their concerns prior to making any decision regarding reappointment. The dean may reappoint associate and assistant deans for additional periods of three years.>**

c. Department, Division, or Area Chairperson*

Instructional departments or areas are administered by chairpersons who normally are appointed for **<three years ~~three-year terms by the PSVPAA on the recommendation of~~>** by the dean of the appropriate college **<, in consultation with the PSVPAA>**. The chairperson, in cooperation with the faculty, is responsible for supervising activities of the department/division/area, scheduling classes, assisting in faculty evaluations, preparing budget requests, initiating appointment recommendations, and developing the curriculum.

Each chairperson is to report on her/his performance **<at least>** annually through a conference with the dean **<, which is documented>**.

These individuals serve in their administrative capacities without tenure and at the discretion of the dean. Before a chairperson's term expires, the dean initiates an extensive **<performance review that includes consultation with faculty members and a review of the results of the annual faculty administrator evaluation surveys. Based on the results of the most recent survey, if at least two-thirds of the faculty responding (excluding those who marked 'No basis for judgment') do not mark either 'agree' or 'strongly agree' in response to the question "Overall, this leader inspires confidence," the dean will meet with the faculty of the department, division, or area to listen to and address their concerns prior to making any decision regarding reappointment. The dean may reappoint chairpersons for additional periods of three years. ~~review with the faculty. Reappointments as chairpersons may be recommended.>~~**

* The Jerry S. Rawls College of Business Administration is non-departmentalized and does not have departmental chairpersons. It is organized and functions under an area concept and, therefore, corresponding positions will be entitled "area chairpersons." The College of Education is divided into divisions with chairpersons of each division.