

ASSISTANT AND ASSOCIATE DEANS

University Statement 31.99.99.C2.01 – Approved May 21, 2007

1. DEFINITION

Assistant and associate deans hold mid-management positions in the university. Appointed by the college deans, subject to approval of the Provost, assistant and associate deans support the dean in managing college activities. They may have their own specified duties and assignments, be delegated work by the dean, or any combination thereof. They may also represent the college in the dean's absence. Assistant and associate deans provide a major leadership role in the academic mission of the university.

2. APPOINTMENT

- 2.1 Assistant and associate deans may be selected internally or through an external search. In all but exceptional cases, internal candidates must be tenured in a department within the respective college. If the search is identified as internal, only candidates internal to the university will be considered. If external, candidates internal to the university as well as those outside the university may be considered.
- 2.2 The search process, whether internal or external, will follow accepted practice for academic positions within the institution. College faculties will be given the opportunity to meet and assess all viable candidates. Their assessment will be provided to the search committee and the dean and should be a major factor in final selection. As a general operating procedure, the dean and the Provost will appoint an assistant/associate dean whom a majority of the tenured and tenure-track faculty support.
- 2.3 Although every attempt should be made to assure that an assistant or associate dean has been selected through the specified procedures, there may be instances during which an interim must serve. If this occurs, the dean, with the approval of the Provost, and in consultation with the college faculty, will appoint the interim assistant/associate dean. This individual will fulfill the duties of the assistant or associate dean until a search can be conducted and the position is filled. In exceptional cases, the interim assistant/associate dean may be from outside the college.

3. WORKLOAD AND LENGTH OF TERM

- 3.1 Assistant and associate deans normally receive nine-month appointments. In most cases, during fall and spring semesters, the appointment is half-time administrative and half-time teaching. Assistant/associate deans' length of

appointment and length of term will be mutually agreed upon by the individual and the dean, and specified in the appointment letter. Circumstances may arise in which an assistant/associate dean negotiates with the dean for a special assignment for a specific time period. In such a case, the allocations of time for various duties may shift when agreed upon by both parties. Normally, time for various duties should not exceed 100%. During the summer sessions, assistant/associate deans could receive administrative appointments at a salary equivalent to that of one course per regular summer session.

- 3.2 An assistant/associate dean has the prerogative of resigning the position at any time, with reasonable notice to the dean. The dean has the prerogative to end the term of an assistant/associate dean at any time with approval of the Provost.

4. PERFORMANCE EVALUATION

Assistant and associate deans will be evaluated annually by the dean. The dean will consider all appropriate input, including input from faculty and department chairs, when reappointment and merit pay is being determined.

5. LEAVE

Assistant/associate deans, regardless of the length of appointment, are expected to maintain work schedules mutually agreed upon by the dean. Work schedules are assigned and vacation dates will be approved by the dean according to the needs of the college.

6. COMPENSATION

Assistant/associate deans will receive a monthly flat rate stipend over the fiscal year in addition to their regular pay. This stipend is clearly identified as compensation for the administrative duties they perform and is payable only for the period one serves as an assistant or associate dean.

Contact for Interpretation: Provost and Vice President for Academic Affairs