33.99.99.C0.02 Assistant and Associate Deans/Directors of Academic Units

Revised: September 11, 2023
Next Scheduled Review: January 17, 2028
Revision History

Procedure Summary

Assistant and associate deans/directors of academic units (e.g., college, school, library) hold mid-level administrative positions in the university. Appointed by the academic unit deans/directors and subject to approval of the Provost and Vice President for Academic Affairs (Provost), assistant and associate deans/directors support the dean/director in managing academic unit and university activities. This procedure addresses the appointment, workload, and evaluation of assistant and associate deans/directors across the university.

Procedure

1. GENERAL

   Assistant and associate deans/directors of academic units may have their own specified duties and assignments and are responsible for their work as delegated by the academic unit dean/director. They may also represent the academic unit in the dean/director's absence. Assistant and associate deans/directors of academic units provide a major leadership role in the academic mission of the university.

2. APPOINTMENT

   2.1. Academic unit assistant and associate deans/directors may be selected through an internal or external search.

   2.2. In all but exceptional cases, internal candidates must be tenured in a department within the respective academic unit. Internal searches will include advertising the position within the academic unit so internal candidates can express interest in the position. Finalists will be given the opportunity to interact with the academic unit faculty regarding the position (e.g., presentations, interviews).

2.3. For external searches, candidates internal to the university as well as those outside the university may be considered. External searches will include advertising the position so a range of interested candidates may apply. In the event of an external search, search committees must contain at least three (3) members from the academic unit.

2.4. For both internal and external searches, all academic unit faculty will be given the opportunity to provide evaluative feedback on all finalists. Faculty feedback will be used as a factor in the final selection. Normally, the academic unit dean/director and the Provost will appoint candidates whom a majority of the full-time faculty support.

2.5. There may be instances during which an interim assistant/associate dean/director must serve an academic unit. If this occurs, the academic unit dean/director, with the approval of the Provost, will appoint the interim assistant/associate dean/director. In exceptional cases, the interim assistant/associate dean/director may be selected from outside the academic unit.

3. WORKLOAD AND LENGTH OF TERM

3.1. Assistant and associate deans/directors of academic units normally receive 12-month appointments. In most cases, during fall and spring semesters, the appointment is at minimum, half-time administrative and the remainder is academic. Upon revision of this procedure, current academic unit assistant and associate deans/directors will remain under their current appointment specifications but may choose to continue their current appointment as defined by the revised procedure.

3.2. An assistant/associate dean/director of an academic unit has the prerogative of resigning the position at any time with reasonable notice to the academic unit dean/director. The academic unit dean/director has the prerogative to end the term of an academic unit assistant/associate dean/director at any time with reasonable notice to the academic unit assistant/associate dean/director and approval of the Provost. Reasonable notice is typically at least 30 days in advance. Normally, the academic unit dean/director and the Provost should not reappoint an academic unit assistant/associate dean/director deemed unacceptable by a majority of the academic unit faculty and relevant staff.

4. PERFORMANCE EVALUATION

Assistant and associate deans/directors of academic units will be evaluated annually by the academic unit dean/director. For academic unit assistant and associate deans/directors who carry academic responsibilities, their student

evaluations and other documentation of teaching effectiveness, librarianship, scholarship and creative activity, and service will be considered as applicable. The academic unit dean/director will consider all appropriate input, including a formal annual feedback assessment from faculty and department chairs, when reappointment is being determined. The Office of the Provost is responsible for initiating the survey to collect feedback from faculty and relevant staff. Additional requirements for the performance review of academic administrators can be found in university procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*.

5. LEAVE

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

6. COMPENSATION

Assistant/associate deans/directors of academic units 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 they serve as an academic unit assistant/associate dean/director.

Related Statutes, Policies, or Requirements

University Procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*

This procedure supersedes:

- *31.99.99.C2.01, Assistant and Associate Deans*
- *33.99.99.C0.04, Assistant and Associate Deans*
- *33.99.99.C0.02, Assistant and Associate Deans*

Contact Office

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