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

1. GENERAL

Assistant and associate deans may have their own specified duties and assignments and are responsible for their work as delegated by the dean. They may also represent the academic unit 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 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 dean 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 must serve. If this occurs, the dean, with the approval of the Provost, will appoint the interim assistant/associate dean. In exceptional cases, the interim assistant/associate dean may be selected from outside the academic unit.

3. WORKLOAD AND LENGTH OF TERM

3.1. Assistant and associate deans 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 assistant and associate deans 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 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 reasonable notice to the assistant/associate dean and approval of the Provost. Reasonable notice is typically at least 30 days in advance. Normally, the dean and the Provost should not reappoint an assistant/associate dean deemed unacceptable by a majority of the academic unit faculty and relevant staff.

4. PERFORMANCE EVALUATION

Assistant and associate deans will be evaluated annually by the dean. For assistant and associate deans 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 dean 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, regardless of the length of appointment, are expected to maintain work schedules mutually agreed upon by the dean and themselves. Work schedules are assigned, and vacation dates will be approved by the dean according to the needs of the academic unit.
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 they serve as an assistant/associate dean.

### 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](#)

### Contact Office

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