Section II: Roles and Responsibilities

A. Dean

The Dean of the College of Science at Texas A&M University - Corpus Christi is the chief academic and administrative officer of the College, embodying leadership in academic, programmatic, managerial, and fiscal realms. The Dean upholds the College's mission and values, ensures academic integrity, promotes a culture of compliance and ethical research, and is committed to fostering an environment conducive to scholarly pursuits, learning, and community engagement.

Responsibilities of the College Dean include, but are not limited to, the following:

- **Strategic Leadership and Vision:** Develop and communicate a clear, forward-thinking vision for the College that aligns with the University's overall goals, ensuring long-term planning, policy development, and resource allocation.
- **Academic Excellence and Integrity:** Oversee academic programs to maintain and enhance quality, ensuring academic integrity, adequate instruction, and the conferral of degrees. This includes curriculum development, accreditation processes, and fostering a culture of innovation.
- **Faculty and Staff Development:** Recruit, mentor, and retain a diverse and talented faculty and staff. This involves overseeing appointments, promotions, tenure evaluations, professional development, and ensuring a culture of compliance and ethical conduct.
- **Student Success and Engagement:** Ensure a supportive environment for student academic progress, recruitment, and retention. Promote experiential learning, internships, and research opportunities for student success and engagement.
- **Research Excellence and Integrity:** Encourage a culture of research and innovation, fostering interdisciplinary collaborations. Ensure compliance with ethical research standards and regulations, enhancing research capabilities and funding opportunities.
- **Administrative and Fiscal Management:** Manage the College's budget effectively, allocating resources to support academic programs, research initiatives, faculty and staff needs, and student services.
- **Institutional Representation and Community Engagement:** Increase the College's visibility and societal contributions through outreach and partnerships. Actively advise university administration on matters of science education, research policies, and strategic planning, representing the College in university-wide initiatives and decision-making processes.

B. Associate Deans

B.1 Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs holding a 12-month appointment and reporting directly to the Dean of the College of Science is integral in maintaining and elevating the academic excellence and integrity within the college. This role demands a proactive, insightful approach to academic leadership characterized by strong organizational, communication, and leadership skills. The Associate Dean is pivotal in fostering a scholarly environment that promotes educational advancement, faculty development, and student success. Through strategic planning, collaboration, and the implementation of innovative practices, the Associate Dean ensures that the College of Science remains at the forefront of academic achievement and research.

Responsibilities of the Associate Dean for Academic Affairs include, but are not limited to, the following:

- **Curriculum and Academic Program Development:** Spearhead the development, review, and enhancement of academic programs and courses, ensuring alignment with institutional goals, accreditation standards, and industry needs. This encompasses leading efforts for continuous curriculum innovation and overseeing student learning outcomes assessment.
- **Faculty Development and Evaluation:** Guides the chairs and assists the dean with recruiting, hiring and workload of faculty members, actively participating in the selection process. Facilitates professional growth and supports faculty in achieving excellence in teaching, research, and service. In special cases, conducts annual performance evaluations.
- **Student Academic Success and Services:** Ensures comprehensive student services, including academic advising and support programs. Develop strategies that enhance student retention, success, and overall experience, fostering an environment where students thrive academically.
- **Academic Standards, Policies, and Accreditation:** Monitors academic standards to uphold and enforce academic integrity. Leads accreditation processes and contributes to developing and implementing academic policies and procedures. Makes strategic recommendations on the academic affairs budget and allocates resources to support academic goals.
- **Conflict Resolution and Academic Integrity:** Addresses and resolves academic disputes, grievances, grade appeals, and conflicts among faculty, staff, and students, thus maintaining a positive and productive academic environment.
- **Strategic Planning and Collaboration:** Engages in strategic planning, setting academic priorities that align with the college's mission and vision. Works closely with other academic and administrative units, fostering collaboration and interdisciplinary initiatives that enhance the college's academic offerings.
- **External Engagement and Partnerships:** Leads academic initiatives to forge partnerships with industry, national laboratories, and other organizations. Drives outreach and community-participatory activities, serving as an ambassador for the College of Science in broader academic and professional communities.

B.2 Associate Dean for Research and Innovation

The Associate Dean for Research and Innovation is a crucial leadership position within the College of Science, holding a 12-month appointment and reporting directly to the Dean of the College. This role is central to developing the research strategic initiatives of the college, fostering a culture of scholarship, innovation, and creativity, and translating research outcomes into tangible benefits for the academic community and society at large. The position demands strong leadership, exceptional communication, and organizational skills, along with a profound understanding of higher education administration.

Responsibilities of the Associate Dean for Research and Innovation include, but are not limited to, the following:

- **Strategic Leadership and Planning:** Leads the development and execution of strategic plans for research and innovation that align with the institution's mission and vision. This encompasses evaluating the impact and outcomes of research initiatives, optimizing the use of existing resources, and seeking additional funding to support these goals.
- **Funding, Grants, and Resource Optimization:** Supports faculty in identifying funding opportunities, developing research proposals, and securing grants. This role oversees the administration of research programs, projects, and grants, as well as optimizing budgeting and staffing resources to bolster research and innovation initiatives.
- **Research Compliance and Ethics:** Ensures all research activities adhere to ethical and regulatory standards outlined by the University's compliance committees, e.g. Institutional Review Board. This responsibility is critical for maintaining the integrity and ethical conduct of research within the College.
- **Professional Development and Mentorship:** Fosters a culture of research excellence and innovation among faculty and students by providing support, guidance, and mentorship. Organize workshops, seminars, and training programs to enhance research skills and professional development within the College.
- **Collaboration and Partnerships:** Promotes interdisciplinary research initiatives and collaborations with external organizations, including academic institutions, industry partners, and funding agencies. Builds and maintain strategic partnerships to advance research goals and secure grants and sponsorships.
- **Research, Innovation and Commercialization:** In close collaboration with the Office of Research and Innovation, coordinates resource allocation, ensuring the College has the necessary support to expand its research and scholarly activities endeavors effectively. Facilitates the translation of research findings into practical applications and commercialization of intellectual property. This includes promoting innovation and technology transfer initiatives within the College.
- **Communication and Reporting:** Effectively communicates the value of research and innovation to a diverse range of stakeholders, including students, faculty, industry partners, and the broader community. Assists the Dean in preparing and presenting detailed reports on research and innovation activities to higher administration and relevant stakeholders.

By fulfilling these responsibilities, the Associate Dean for Research and Innovation ensures that the College of Science remains a leader in scientific research and education, contributing significantly to the advancement of knowledge and societal well-being.

C. Department Chairs

Department chairs are essential to the success and effective operation of academic departments. This position requires a combination of administrative, leadership, and interpersonal skills. The specific responsibilities of a department chair can vary based on the academic context and size of the department.

Responsibilities of the Department Chair include, but are not limited to, the following:

- **Strategic Leadership and Policy Administration**: Provide leadership that aligns departmental activities with the college's strategic goals. Administer policies and procedures with precision and rigor, ensuring compliance with institutional standards. This encompasses representing the department's view in administrative forums, fostering an environment of clear, open communication, and advocating effectively for department needs and initiatives, as determined by all faculty and program coordinators.
- **Faculty Development and Conflict Resolution**: Actively recruit, evaluate, mentor, and support faculty and staff. Oversee hiring, promotions, and tenure processes with fairness and transparency. Address personnel issues, conflicts, and grievances promptly, nurturing a harmonious and collaborative workplace. Encourage continuous professional growth and development opportunities, keeping faculty abreast of trends and advancements in their fields.
- **Curriculum Oversight and Academic Excellence**: Coordinate the development, review, and revision of curriculum and programs, ensuring they meet accreditation standards and reflect current industry trends. Oversee assessment processes to evaluate program effectiveness and student learning outcomes, driving continuous improvement and innovation in educational offerings.
- **Budget Management and Resource Allocation**: Develop and oversee the department's budget with a strategic approach to resource allocation. Advocate for financial support, manage expenditures wisely, and seek additional funding avenues to support departmental priorities and initiatives.
- **Student Advocacy and Success**: Champion student success by ensuring access to high-quality education and support services. Address student issues, concerns, and grievances in a timely and empathetic manner. Promote effective advising and mentoring, fostering an environment where students are encouraged to achieve academic and personal growth.
- **Research and Scholarly Activities Support**: Encourage and facilitate faculty research, scholarly activities, and external collaboration opportunities. Foster relationships with alumni, community stakeholders, and industry partners to enhance educational and research opportunities.
- **Student Advocacy and Success**: Champion student success by ensuring access to high-quality education and support services. Address student issues, concerns, and grievances in a timely and empathetic manner. Promote effective advising and mentoring, fostering an environment where students are encouraged to achieve academic and personal growth.
- **Research and Scholarly Activities Support**: Encourage and facilitate faculty research, scholarly activities, and external collaboration opportunities. Foster relationships with alumni, community stakeholders, and industry partners to enhance educational and research opportunities.
- **Institutional Representation, Community Engagement and Advocacy**: Serve as a liaison between the department, college, and university administration. Sanction faculty meetings and

administrative committees, ensuring the department's perspectives and challenges are communicated and addressed within the broader institutional framework and community partners. Foster effective communication within the department and ensure that decisions are made with input from all faculty members, thereby enhancing the department's visibility and impact. Communicate departmental achievements and needs to all relevant community and industry partners.

Through these consolidated responsibilities, the Department Chair is envisioned as a dynamic leader, adept in navigating the complexities of academic administration while inspiring excellence and innovation within the College of Science.

D. Assistant Chairs

The Assistant Department Chair embodies a key leadership role within the department, tasked with overseeing daily administrative operations, enhancing faculty and student success, and upholding academic excellence. This position requires a commitment to facilitating effective communication, managing resources judiciously, and fostering a collaborative and supportive environment. Through their actions, Assistant Chairs are instrumental in advancing the department's strategic goals, aligning with the broader missions of both the college and university.

Responsibilities of the Assistant Department Chair include, but are not limited to, the following:

- **Administrative Leadership and Communication:** Manage the department's day-to-day operations, including administrative tasks, departmental correspondence, and the maintenance of the department calendar. Act as a liaison between the department chair, faculty, students, and other administrative units, ensuring smooth communication and the dissemination of departmental updates and decisions.
- **Curriculum and Academic Program Management:** Collaborate with faculty to oversee curriculum development, review, and continuous improvement, ensuring alignment with academic standards and industry trends. Participate in course and exam scheduling, maintaining a balanced academic calendar that meets students' needs and faculty capabilities.
- **Faculty and Student Support:** Provide comprehensive support to faculty members in areas of teaching, research, and professional development, including faculty recruitment. Develop and implement student support services aimed at enhancing academic achievement, addressing student concerns and inquiries, and facilitating student engagement in research. Encourage faculty and students to engage in professional development opportunities.
- **Resource and Financial Management:** Oversee the allocation of departmental resources, including budget management, scheduling, and space allocation. Monitor expenditures to ensure financial resources are utilized efficiently and effectively, in line with departmental goals and institutional policies.
- **Policy Implementation and Compliance:** Assist in the development and implementation of departmental policies and procedures, ensuring compliance with institutional regulations. Contribute to the strategic planning process, setting and monitoring progress towards short-term and long-term objectives.
- **Collaboration and Strategic Engagement:** Serve on departmental and college-level committees, collaborating with peers to address organizational goals and challenges. Stay informed about trends and developments in higher education and the department's discipline, leveraging this knowledge to enhance departmental practices and initiatives.

This role requires a dynamic, engaged approach, with the Assistant Department Chairs prepared to address emerging challenges, capitalize on opportunities, and drive the continuous evolution of the department. Their dedication is crucial in cultivating an environment that values academic integrity, innovation, and the success of both faculty and students.

E. Program Coordinator

The role of a Program Coordinator within the College of Science at Texas A&M University - Corpus Christi is pivotal to the academic and operational success of our programs. Serving as the bridge among faculty, students, and administrative staff, Program Coordinators ensure that program goals are achieved with efficiency and innovation. They uphold the program's academic excellence and integrity, facilitate curriculum development, support faculty and students, and manage resources to foster a thriving educational environment.

Compensation/Reassignment
Program Coordinator is a non-administrative appointment reporting to the department chair. Compensation/Reassignment for program coordination is negotiated with the Department Chair and Dean. Program coordinators can receive workload reassignment (generally up to 3 workload hours each long semester) and/or summer salary commensurate with their duties.

The program coordinator performs program related duties as assigned by the chair, including but not limited to:

- **Curriculum Development and Academic Excellence**: Engage faculty in the continuous development and review of the curriculum to uphold academic excellence and integrity. This expanded role includes continuity of learning planning, overseeing catalog copy, course inventory, course scheduling, course staffing, managing low enrollment courses, ensuring the curriculum meets academic standards and industry needs through faculty collaboration and stakeholder feedback.
- **Teaching Support, Safety, and Development:** Oversees credentialing, management of teaching responsibilities, and workplace safety, and supports faculty and staff by providing pedagogical resources, as appropriate. This comprehensive role includes making recommendations for hiring needs, including faculty, lab coordinators, and teaching assistants, and ensuring the program has the necessary expertise and support. As applicable, participates in the appointment process of persons other than tenured/tenure-track, and professional faculty to the graduate faculty.
- **Student Admissions and Success**: For programs with admissions standards, coordinates faculty review of candidates and makes recommendations on admission. Holds program orientation and update meetings for new and continuing students. Coordinates with academic advisors on degree plans and program changes to provide comprehensive advising, from understanding program requirements to achieving timely graduation.
- **Assessment, Accreditation, and Continuous Improvement**: Lead the program's assessment and accreditation efforts to ensure continuous improvement. This includes strategic planning through managing program reviews, annual assessment, and specific reporting related to accreditation, as well as recommending facility improvements to enhance the learning environment.
- **Stakeholder Engagement and Program Advocacy**: Serve as the primary liaison for the program, engaging with internal and external stakeholders to promote the program’s achievements and needs. This responsibility includes marketing, recruitment, and outreach efforts, ensuring the program attracts, retains, and graduates a talented student body consistent with the department, college, and university missions.

- **Budget Management and Strategic Resource Allocation**: Oversee the program's budget and resources where applicable, advocating for necessary adjustments and allocations to support strategic priorities and program needs. This includes overseeing the process of awarding assistantships and other awards.
- **Conflict Mediation and Resolution:** Work with the department chair to promote collegiality and facilitate conflict mediation among faculty, staff, and students to maintain a collaborative and respectful academic environment.

By integrating these responsibilities, Program Coordinators are positioned to effectively lead and advocate for their programs, ensuring academic excellence, operational efficiency, and a supportive community for students and faculty alike.

F. Faculty

The College is committed to excellence in teaching and learning, scholarly pursuits, student support, and institutional integrity. Therefore, all faculty are expected to adhere to the guidelines outlined in **University Handbook of Rules and Procedures 12.01.99.C0.03, Responsibilities of Faculty Members**, which generally include the following responsibilities:

- **Teaching and Curriculum Development**: Conduct classes, develop curriculum, and mentor students as assigned and according to College and departmental guidelines.
- **Scholarly Engagement**: Engage in scholarly activity and communication as relevant to their appointments.
- **Service and Leadership**: Participate in service activities and leadership in alignment with their appointments.
- **Professional Conduct**: Maintain high ethical standards, practice intellectual honesty, and avoid exploitation, harassment, or discriminatory treatment of students, staff, or colleagues.
- **Collegiality and Cooperation**: Work collaboratively with colleagues, sharing responsibility for group efforts that further the mission of the department, College, and University.
- **Compliance and Training**: Complete all required training and comply with University rules, regulations, and guidelines.

These responsibilities form the foundation of good teaching and professionalism, though they alone do not qualify one for tenure or promotion.

New Faculty Orientation

New full-time faculty are expected to attend University and Department orientation programs at the start of each fall semester. These programs introduce new faculty to University programs, personnel, policies, and procedures, as well as to effective teaching methods. A similar orientation is also held at the beginning of each semester for part-time/adjunct faculty.

Outside Employment Policy

The College follows **Texas A&M University System Policy 07.01 (Ethics)**, which mandates that all full-time, budgeted employees seeking additional employment must receive prior approval from their executive officer or designee unless exempt. The policy requires that outside work:

- Be reasonable in amount
- Avoid unfair competition with private enterprise
- Be conducted without cost to the A&M System
- Not interfere with the employee's assigned duties.

Faculty considering outside employment must complete an **External Employment and Consulting Application form** available online and obtain explicit permission from the Dean to teach at any other institution.

Student Access

Faculty are expected to be available to students through established office hours and other reasonable times. Office hours should be set at the start of each term.

- **Full-time faculty**: A minimum of five office hours weekly, scheduled across multiple days. Syllabi and office door postings should state that additional times are available by appointment.
- **Part-time/adjunct faculty**: Must also provide student access outside of class hours, with office hours proportional to credit hours taught (e.g., 1 hour per week for one 3-credit class). Contact information and office hours must be included on the syllabus. Rooms are provided by the College for meetings with students.

For lab classes, departments should set guidelines for student access to laboratory instructors/assistants outside scheduled lab hours.

Attendance at University Commencement

The College adheres to **University Handbook of Rules and Procedures 12.01.99.C0.03, Responsibilities of Full-Time Faculty Members**, regarding faculty attendance at commencement ceremonies to support graduates and their families.

- Faculty are required to attend either the Fall or Spring Commencement, and those teaching in the second summer session must attend the Summer Commencement.
- At the start of the fall semester, the Dean's Office requests a list of faculty attending each ceremony, with additional ceremony details provided closer to each Commencement. Any absences must be pre-approved by the respective Chair and Dean.

Faculty Absences

Faculty are expected to attend all scheduled class meetings, whether online or face-to-face, unless noted otherwise in the course syllabus. When absences are necessary, faculty should make arrangements to minimize disruption, which may include proctors, recorded lectures, online assignments, or guest lecturers.

- **Planned absences:** faculty must submit a document listing missed classes, class coverage plans, and contact information during the absence to the department chair, who forwards it to the Dean's office. Absence plans should be filed concurrently with travel requests when applicable.
- **Unplanned absences:** the department chair will arrange for class coverage or cancellation and notify students on the faculty member's behalf.
- **Extended leave:** (more than three consecutive lecture hours per course), substitute instructors are required, with their workload approved by the department chair and Dean, and compensation provided as needed.

- **Sick leave**: Faculty should apply following **University Procedures 31.03.02.C0.01, Faculty Sick** for absences due to bereavement, illness, or unavoidable medical appointments.

Posting Grades

Per **University Procedure 13.99.99.C0.04, Midterm Grades**, faculty must submit midterm grades on time and maintain accurate, current grade records, including final grades, within online systems like Blackboard.