SUMMARY:

For each major in a degree program, Coastal Carolina University assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. This policy outlines that assignment.

POLICY:

I. Policy

A. The position of academic dean will be filled by an internal or external candidate. The scope of the search will be determined by provost in consultation with the president.

B. A vacancy in a dean’s position can also be filled by an interim dean, as determined by the provost in consultation with the president.

C. The selection of academic dean will be accomplished through input provided to the provost by the faculty and the administration. Faculty participation in the selection is restricted to permanent, full-time department members who hold continuing appointments as assistant professor, associate professor or professor and who have not been officially notified of nonreappointment or of a final, unfavorable decision on tenure.

D. A terminal degree in a teaching discipline for one of the fields represented within the college.

II. Terms of appointment

A. The initial term of appointment is determined by the provost in consultation with the president.
B. The appointment may be terminated at any time by the provost in consultation with the president.

C. If approved by the board of trustees, typically the appointment includes tenure as a faculty member. Tenure does not apply to the appointment as academic dean.

III. Responsibilities - Deans report to the provost and act as the chief administrative officer of a particular academic unit. Responsibilities include, but are not limited to:

A. Developing, monitoring and implementing a college budget;

B. Recommending faculty salaries;

C. Recommending matters relating to faculty appointments, retention, promotion and termination;

D. Evaluating and certifying students’ degree requirements;

E. Budgeting and coordinating departmental expenditures;

F. Development of the education programs of the University;

G. Supervising associate and assistant deans;

H. Recommending department chairs to the provost;

I. Preparing an annual executive summary of assessment efforts and accomplishments; and

J. Addressing departmental student issues and complaints.