The position of assistant or associate dean will be filled by an internal or external search. The scope of the search will be determined by the dean in consultation with the provost or senior vice president for academic and student affairs.

**POLICY:**

I. **Policy**

   A. The position of assistant or associate dean will be filled by an internal or external search. The scope of the search will be determined by the dean in consultation with the provost/executive vice president.

   B. The position will be filled by an individual holding faculty rank. It is preferred that the faculty member hold tenure.

   C. The faculty member must hold a terminal degree in a recognized academic discipline within the college.

II. **Terms of Appointment**

   A. The initial term of appointment will be determined by the dean in consultation with the provost/executive vice president for academic affairs.

   B. The dean will issue an appointment letter detailing the term of appointment and associated duties and responsibilities.

   C. The appointment may be terminated at any time by the dean with the approval of the provost/executive vice president.

   D. The appointee may resign at any time by notifying the appropriate dean and the provost/executive vice president for academic affairs in writing.
III. Responsibilities

Assistant or an associate dean report to the dean of the college in their particular academic unit, and are generally responsible for:

A. providing leadership within the college;

B. performing duties and projects as assigned by the dean;

C. representing the college in the dean’s absence; and

D. coordinating with associate deans from other colleges on issues that impact the entire University.

The dean of the college will outline the assistant or associate dean’s responsibilities in the initial appointment letter.