



Policy Title:	Academic Deans
Policy Number:	ACAD-112
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Policies Superseded:	ACAD-109
Policy Management Area(s):	Faculty Senate

SUMMARY:

Each academic college is led by an academic dean. This policy outlines how academic deans are chosen and appointed, the terms of appointment, and the responsibilities of academic deans.

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 the provost in consultation with the president.
- B. A vacancy in a dean's position can also be filled by an interim dean while a search for a permanent dean is being conducted, as determined by the provost in consultation with the president. To the extent practical, the selection of an interim dean should follow the procedures outlined in this policy as applied to the selection of permanent deans.
- C. The selection of an 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 senior lecturer, senior instructor, assistant professor, associate professor, or professor and who have not been officially notified of non-reappointment or of a final, unfavorable decision on tenure or post-tenure review.
- D. To facilitate input to the provost, a search committee will be formed with representation by the key stakeholders within the academic unit. Given that the academic dean is a faculty role, the faculty shall be the majority representation of the committee. All members of the committee shall have equal voting rights.
- E. The provost and the committee shall jointly select a suitable chair from a pool of at least two candidates provided by the provost.
- F. Any individual instated as a dean must hold a terminal degree in a teaching discipline appropriate for appointment as a teaching faculty member 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. Typically, the appointment includes tenure as a faculty member, if approved by the board of trustees. Tenure does not apply to the appointment as academic dean.

III. RESPONSIBILITIES

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

- A. Adhering to the policies and procedures set forth in the CCU Faculty Manual.
- B. Adhering to the policies and procedures set forth in the governing documents in the academic unit.
- C. Developing, monitoring, and implementing a college budget.
- D. Recommending faculty salaries.
- E. Recommending matters relating to faculty appointments, retention, promotion, and termination, in accordance with the CCU Faculty Manual.
- F. Evaluating and certifying students' degree requirements.
- G. Budgeting and coordinating departmental expenditures.
- H. Development of the education programs of the University.
- I. Supervising associate and assistant deans.
- J. Recommending department chairs to the provost.
- K. Preparing an annual executive summary of assessment efforts and accomplishments.
- L. Addressing departmental student issues and complaints.