



Policy Title:	Associate/Assistant Deans
Policy Number:	ACAD-116
Revision Date:	October 2022
Policies Superseded:	ACAD-113
Policy Management Area(s):	Faculty Senate

## **SUMMARY:**

This policy outlines how academic assistant or associate deans are chosen and appointed, the terms of appointment, and the responsibilities of academic deans. 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 respective dean, in consultation with the provost or executive vice president for academic 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 respective dean in consultation with the provost/executive vice president for academic affairs.
- B. The position will be filled by an individual holding faculty rank. It is preferred that the faculty member hold tenure.
- C. Any individual instated as an academic assistant or associate 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.
- D. A call for candidates will be announced to solicit applications from the key stakeholders within the academic unit.

## 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 but shall not exceed three years.
- B. The dean will issue an appointment letter, detailing the term of the appointment and the 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 for academic affairs.
- D. The appointee may resign at any time by notifying the appropriate dean and the provost/executive vice president for academic affairs in writing.
- E. After three years of service, the dean and assistant/associate dean will meet to review the appointment letter and assess the associated duties and responsibilities. If there are no significant changes in the duties and responsibilities, the dean may reappoint the assistant/associate dean for another three-year term with no further review. If there have been significant changes in the duties and responsibilities, the dean may consider soliciting additional candidates for the position. If the dean decides to solicit additional candidates, the appointment will be treated as an initial appointment, even if the incumbent assistant/associate dean is reappointed. This process continues until the appointment is terminated by the dean or the assistant/associate dean.

## III. RESPONSIBILITIES

Both assistant and associate deans 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.
- D. Coordinating with associate or assistant deans from other colleges on issues that impact the entire University.