PROCEDURE FOR THE SELECTION OF ACADEMIC DEANS AND THEIR ASSOCIATES/ASSISTANTS

A. Purpose

The purpose of this policy is to establish the procedures for selecting academic deans, associate deans, and assistant deans. The search process will follow The University of Texas Board of Regents' *Rules and Regulations*, and other applicable policies in The University of Texas-Pan American *Handbook of Operating Procedures*.

B. Persons Affected

This policy applies to faculty, staff and administrators involved in the selection of academic deans, associate deans, and assistant deans.

C. Policy

The policy of the University is that academic deans, associate deans, and assistant deans will be selected using the procedures put forth in this document.

D. Definitions

For the purpose of this policy, an academic program is an academic unit that functions in a manner similar to a department in that its coordinator, like a department chair, reports directly to a dean or designated higher authority in Academic Affairs.

E. Responsibilities

Not applicable.

F. Procedures

1. Selection of Academic Deans

    a. When a vacancy occurs or is anticipated within a college, the Provost/Vice President for Academic Affairs (VPAA) will establish a Dean's Search Committee.

        i. When a dean tenders her or his resignation from this position, retires, is reassigned, or relieved of administrative responsibilities, is dismissed by the President, or dies, a pending vacancy must be announced in writing to the

General Faculty within 30 days of its occurrence.

ii. When a vacancy is announced within the normal academic year (i.e., during either Fall or Spring Semester), the Dean Search Committee must be established and convened before the end of regular classes for Spring Semester.

iii. When a vacancy is announced after the end of classes for Spring Semester (i.e., during the Summer), the Dean Search Committee must be established by the day of Convocation at the beginning of Fall Semester and the Committee must be convened within two weeks of said Convocation.

iv. In special circumstances, exceptions from the above timelines may be made by the Provost in consultation with the Faculty Senate.

iv. The Dean Search Committee will complete the dean vacancy advertisement in as timely a fashion possible.

b. The Committee will be composed of the following individuals:

i. One tenured, tenure-track faculty representative, or lecturer who has at least three
full years of employment at UTPA, from each department/academic program within the college, to be elected by the tenured, tenure-track faculty and lecturers with at least three full years of employment at UTPA in their respective departments/academic programs; in the case of the Library, four representatives, two each from Research Services and Resources Management who have at least three full years of employment at UTPA;

ii. One tenured department chair from within the college, to be elected by department chairs/academic program coordinators of the college; in the case of the Library, one Associate or Assistant Library Director;

iii. One student representative designated by the President of the University from The University of Texas-Pan American Student Government Association in consultation with the student senators of the college who will participate in search committee functions, except those relating directly to recommendation decisions on a candidate or candidates;

iv. One academic dean from another college is to be designated by the Provost/VPAA;

v. One faculty representative from outside the college to be designated by the Faculty Senate. That faculty will also serve as the Affirmative Action advocate;

vi. To ensure representation of lecturers, one lecturer (who ideally has at least three full years of employment at UTPA) from within the college. This lecturer is to be designated by the Faculty Senate in consultation with the College Council;

c. The Dean Search Committee will elect its own chair.

d. The Dean Search Committee will establish selection criteria for the job and forward them to the Provost/VPAA for review and approval.

e. The Dean Search Committee will review submitted applications.

f. The Dean Search Committee will recommend to the Provost/VPAA the candidate(s) to invite for interviews.

g. The Dean Search Committee Chair, with the approval of the Provost/VPAA, will invite the candidates selected for interview.

h. The Dean Search Committee Chair and the Provost/VPAA will jointly arrange the interview schedule for each invited candidate and publicly announce in writing the time, place and agenda. The schedule shall provide for the candidate's interaction with students, faculty, staff and administrators.

i. The Dean Search Committee will select and prepare any instruments they intend to use in the interview process and will submit a copy of said instruments to the Provost/VPAA.

j. After the completion of the interviews, the Dean Search Committee may recommend to the Provost/VPAA that additional candidates be interviewed.

k. The Dean Search Committee shall regularly notify faculty of the college of the progress of the search.

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l. After completion of the interview process, the Dean Search Committee will deliberate and recommend to the Provost/VPAA the qualified candidates. The Provost/VPAA will discuss with the full Dean Search Committee the qualifications of each. If there are no recommended candidates, the search may continue, be closed, or be re-opened.

m. The Provost/VPAA may elect to request to visit the home institution of (a) candidate(s) during the final selection process. The Provost/VPAA, in consultation with the Dean Search Committee Chair, may assign Dean Search Committee members to visit such site(s).

n. The Provost/VPAA will make a recommendation to the President from the candidates recommended by the Dean Search Committee.

o. After consideration of the candidates recommended by the Provost/VPAA, the President may request the Dean Search Committee to reconvene for the purpose of making additional recommendations. If the Dean Search Committee declines, the President may instruct the Provost/VPAA to establish a new Dean Search Committee and repeat the process.

p. A dean is appointed by the President with the approval of the Executive Vice Chancellor for Academic Affairs and is notified by the Provost/VPAA.

q. Upon the completion of the selection process, folders of the applicants are turned over to the University Equal Opportunity/ Affirmative Action Officer for storage.

r. All other applicants are notified by the Dean Search Committee Chairperson.

s. The dean serves at the pleasure of the President. Academic deans may be reassigned or relieved of administrative responsibilities at any time by the President with the approval of the Executive Vice Chancellor for Academic Affairs.

2. Procedures for Selection of Associate and Assistant Deans

Deans shall consult with their respective College Councils to establish processes for the description of duties and selection of associate/assistant deans appropriate to each college. Procedures for the selection of associate and assistant deans should be part of the College By-laws.

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G. <u>Review</u>

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Academic Affairs Executive Team
3. Faculty Senate Chair
4. Equal Opportunity/Affirmative Action Officer