DUTIES AND RESPONSIBILITIES OF ACADEMIC DEANS

A. Purpose

The purpose of this policy is to establish the duties and responsibilities of academic deans.

B. Persons Affected

This policy applies to academic deans.

C. Policy

The principal duty of the academic dean at The University of Texas – Pan American is to assure and promote the academic quality, integrity, and effectiveness of teaching, research, and service, including outreach, consistent with the mission of the university as an institution of higher learning.

D. Definitions

1. *Academic dean.* The chief academic administrative officer of a college or division (academic unit).

E. Responsibilities

Academic deans are responsible for the following:

1. Leading strategic planning and assessment efforts;
2. Maintaining an environment of collegiality and shared governance;
3. Promoting the welfare of the University in concert with University vision and strategic goals;
4. Leading fundraising and outreach efforts for the academic unit to the community, industry, and government;
5. Coordinating the assessment and development of academic programs within the academic unit;
6. Preparing and revising academic program plans for the academic unit, as necessary;
7. Promoting and serving as a model for teaching or librarian effectiveness, professional achievement and professional service;

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8. Overseeing all personnel matters involving academic and non-academic employees including recruiting, appointment, reappointment; termination and dismissal; faculty evaluation; tenure and promotion; and merit;

9. Maintaining collegial and effective working relationships with faculty, assistant/associate deans, the administration, and staff in all academic and non-academic areas;

10. Communicating effectively with relevant constituencies within the University, surrounding community and state regarding the academic unit;

11. Maintaining effective communication among students, faculty, chairpersons, assistant/associate deans, and staff within the academic unit, with other academic unit personnel, and with the administration;

12. Serving as a liaison to relevant professional associations as well as state and national regulatory and accrediting agencies;

13. Articulating University policy and procedures to all members of the academic unit;

14. Ensuring that the academic unit's policies and practices are consistent with those of the University;

15. Articulating and advocating for the budgetary and other resource needs of the academic unit, and overseeing the allocation and expenditure of resources;

16. Coordinating the use of facilities assigned to the academic unit;

17. Overseeing that all divisions within the academic unit comply with institutional reporting requirements;

18. Working with department chairs and program directors in the academic unit to encourage grant applications by faculty members in the academic unit for outside funding for research and other special projects; and

19. Fulfilling additional responsibilities as assigned by the Provost/Vice President for Academic Affairs or President.

F. <u>Procedures</u>

Not Applicable

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G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs. 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